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ABSTRACT

This curriculum guide for career education for 11th- and 12th-grade students in Tennessee suggests learning activities correlated with the "Tennessee Career Guide: The Sky's the Limit" program and its related videotape. Together, the materials are designed to provide Tennessee's youth with resources for exploring options available in preparing them to be productive citizens in the next century. The organization and framework of this supplement are based on 11th- and 12th-grade language arts academic competencies required by the State of Tennessee Board of Education. Following a short introduction, the guide is organized in seven sections that include the following: (1) ideas and activities for 11th-grade students; (2) ideas and activities for 12th-grade students; (3) activities away from the classroom; (4) career education, the computer, and the future; (5) international activities; (6) job hunting; and (7) additional activities. Suggested activities are outlined with information on grade, strand, and section, correlated with instructional objectives and curriculum resources. Accompanying the resource guide is the "Tennessee Career Guide." Directed at students, the guide includes a list of Tennessee higher education institutions; occupational information; a career quiz; sources of financial aid; special programs such as cooperative education, apprenticeship, and services for disabled persons; job search information; and a discussion of military careers. (KC)

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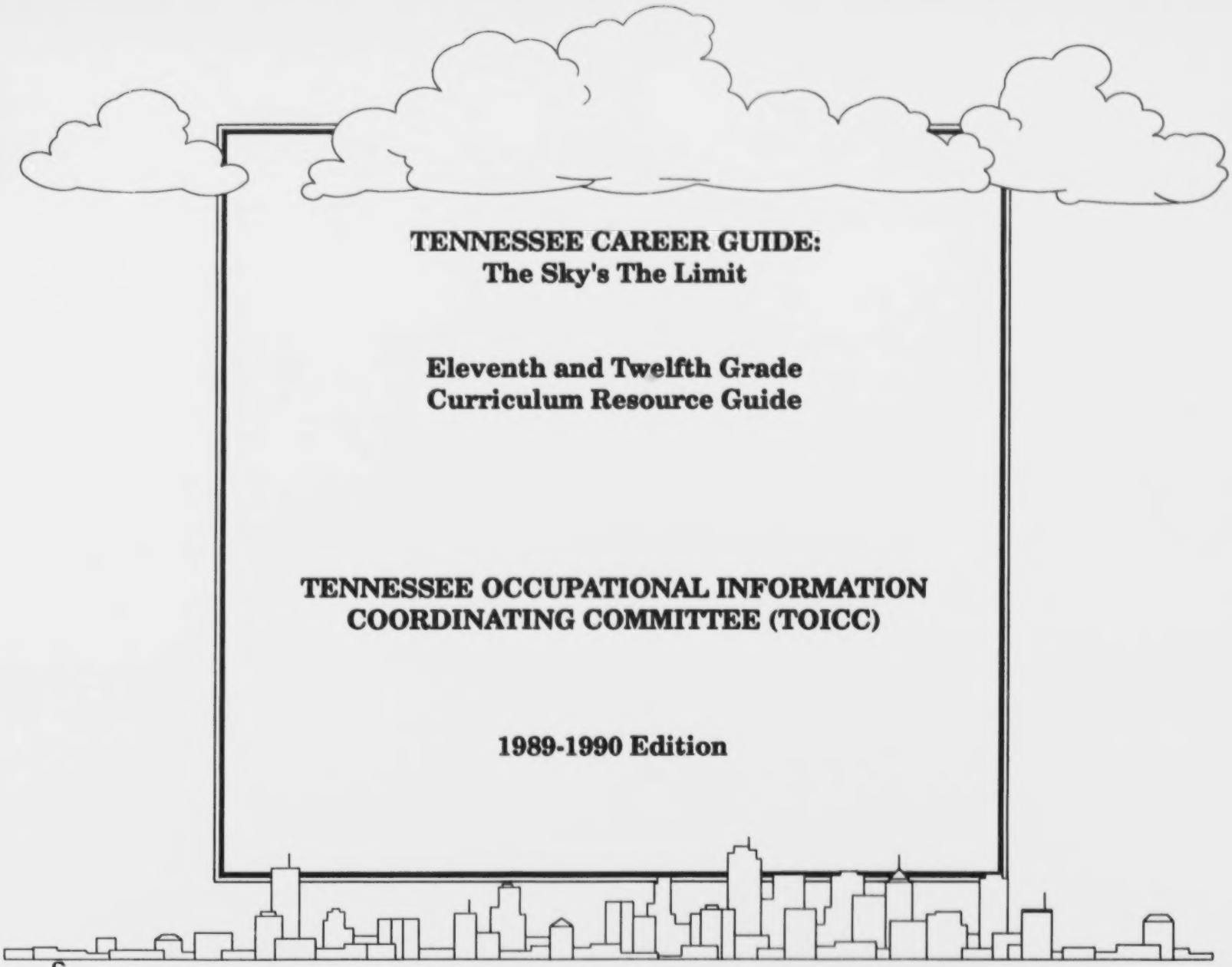

TENNESSEE CAREER GUIDE:
The Sky's The Limit

Eleventh and Twelfth Grade
Curriculum Resource Guide

TENNESSEE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE (TOICC)

1989-1990 Edition

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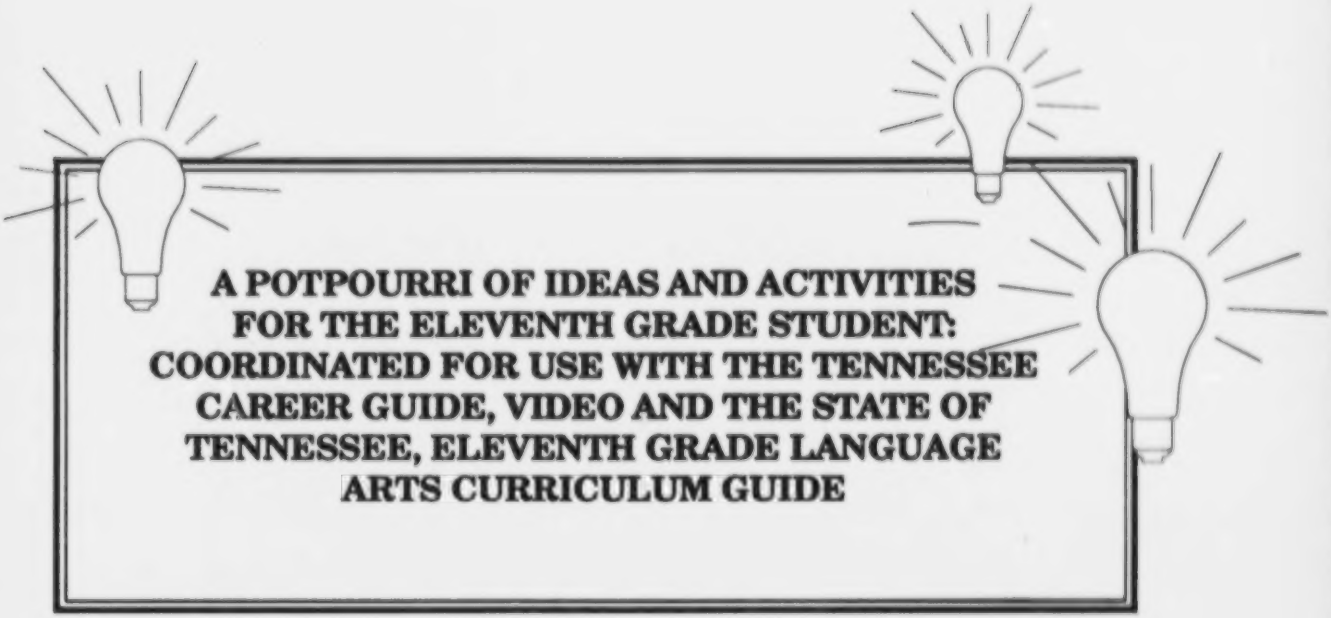
INTRODUCTION

The suggested activities presented in this guide are designed to correlate with and/or complement much of the material printed in the 1989-90 edition of the national award winning TENNESSEE CAREER GUIDE: The Sky's The Limit. This publication is an educational and career oriented newspaper designed primarily for high school students. A contemporary video used to introduce this guide is an additional component. Our goal is to provide Tennessee's youth with these additional resources for exploring options available in preparing them to be productive citizens in the twenty-first century.

The organization and framework of this supplement is based on eleventh and twelfth grade language arts academic competencies required by the State of Tennessee Board of Education. You as high school counselors and English teachers can work together to see that your students benefit fully from this curriculum packet. Use those activities that appeal to you and your students. Create additional ones. And by all means, please let us know how you are coming along. Remember, THE SKY'S THE LIMIT! So, go for it!!



A POTPOURRI OF IDEAS AND ACTIVITIES FOR THE ELEVENTH GRADE STUDENT: COORDINATED FOR USE WITH THE TENNESSEE CAREER GUIDE, VIDEO AND THE STATE OF TENNESSEE, ELEVENTH GRADE LANGUAGE ARTS CURRICULUM GUIDE

Grade: English III
Strand: Reading: Reference and Study
Section: 11E1C1.00 Understanding the Location of Reference Materials

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will use primary reference sources for exploring career options.	(A) Explain that "primary sources" include people who have first hand knowledge. (B) Have students identify and discuss examples of primary reference sources, including I. Mass Media a. Newspaper b. Flyers c. Magazines d. Publications e. Television f. Radio g. Bulletin boards h. Telephone directory II. Personal Contact a. Friends b. Relatives c. Neighbors d. Teachers e. Businesses III. Professional Services a. Employment agencies b. Placement offices c. Guidance offices d. Personnel offices (C) Have students identify several interesting and unusual career	TN State Board of Ed. Lang. Arts IV, p. 7

Grade: English III
Strand: Reading: Reference and Study
Section: 11E1C1.00 Understanding the Location of Reference Materials

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	options using the TN Career Guide and other resources. Make a flow chart of careers of the future using the TN Career Guide and other career resources. Discuss various occupational options. (D) Invite people who have knowledge in these career areas to come in to talk with students. Have them also discuss with students the relationship between job seeking and job keeping. (E) Arrange one field trip, if possible, to a career location or to visit a "career fair." Have speakers concentrate on jobs of the future. (F) Have students summarize the highlights of the "career" talks and prepare a "primary resource document" as a final draft.	

ACADEMIC COMPETENCIES:
-to gather information from primary sources
-to locate and use resources external to the classroom

Grade: English III
Strand: Composition
Section: 11E2H7.00 Writing for Research and Analysis

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will develop research skills.	(A) Students will complete the "Who Are You, Anyway?" interest inventory on p. 3 of the TN Career Guide to get an introduction to the characteristics that might appeal to them.	The State Board of Ed. Lang. Arts TN Career Guide
(A) Students will develop research skills in order to review careers and career opportunities.	(B) The "Career Quiz" on p. 5 will give students more concrete information for career opportunities.	
(B) Students will be able to ascertain the characteristics that are most important to them in order to research career possibilities.	(C) As a follow-up to activities "a" and "b" have students collect data on the careers that interest them, using newspaper ads, Project INFOE, library and data base resources, materials provided by guidance counselors, etc., and the "Career Cluster" that begins on pp. 10-27 of the TN Career Guide.	Project INFOE microcomputer versions Military Career Guide
	(D) Have students interview persons in the field of their choice (Note: Questions to be asked should be prepared by students for class discussion prior to the actual interview).	C.P.C. Annual, 32nd edition

Grade: English III
Strand: Composition
Section: 11E2H7.00 Writing for Research and Analysis

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(E) Have students report orally and in writing on their findings relative to their career choices. (F) Students and teacher cooperatively construct a model paragraph based on <u>one</u> career selected by the class (Editing follows). (G) Students will organize their data into cohesive paragraphs that focus on <u>one</u> main idea (career). (H) Have students produce an outline and bibliography from the information gathered in . activity "c".	

ACADEMIC COMPETENCIES:
-to gather information from a variety of primary and secondary sources

Grade: English III
Strand: Reading
Section: 11E1C3.00 Understanding How to Use Different Sources of Information: "Applying"

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will use a variety of materials to obtain information on career opportunities.	(A) Have students use a maximum of <u>five</u> sources to obtain information on career opportunities.	The State Board of Ed. Lang. Arts Curr.
	(B) Students will use the Project INFOE interest inventory to ascertain what careers could be of interest to each student.	Project INFOE, 1988-89 microcomputer edition
	(C) Have students review the "career cluster" (pp. 10-27 of <u>TN Career Guide</u> and the <u>Military Career Guide</u> in order to ascertain what career options might be of interest to them.	<u>TN Career Guide</u> <u>Military Career Guide</u>
	(D) Have students create a real life situation such as (1) Deciding what to do after high school. (2) How to take advantage of apprenticeship training in the 1990s. (3) Whether to take advantage of the military's early entry program when college financial aid is a problem.	

Grade: English III
Strand: Reading
Section: 11E1C3.00 Understanding How to Use Different Sources of Information: "Applying"

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	Find three sources of help as possible solutions. Have students identify other sources of information which will help in the decision-making process.	
	(E) Using guidelines decided upon by the class, have students evaluate and rate the sources they used.	
	(F) Have students visualize going to a new city to look for a job. Where and how would the search begin?	
	(G) Have students brainstorm ideas for places to look for employment.	
	In a brainstorming session have students identify places one would look for on-the-job training/employment in a new city. Encourage role-playing activities.	

ACADEMIC COMPETENCIES:
-to locate and use resources external to the classroom
-to gather information from primary and secondary sources

Grade: English III
Strand: Thinking and Expression
Section: 11E3K.00 Understanding the Elements of Effective Oral Communication

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will demonstrate effective oral communication.	(A) Review the elements of effective communication (both verbal and nonverbal).	The State Board of Ed. Lang. Arts Curr. Guide III, p. 53
	(B) Have students review a pretaped video of a television personality or newscaster and critique his/her communication skills.	
	(C) Have students who are involved in cooperative education, apprenticeship, or marketing programs prepare a brief oral report. If no student is currently involved, select a volunteer who might be interested in researching one of these areas. Have students interested in technical schools, two-four-year institutions of higher education, or the military prepare similar reports. Review the TN Career Guide Video as an introduction.	TN Career Guide TN Career Guide Video: The Sky's The Limit

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Grade: English III
Strand: Thinking and Expression
Section: 11E3K.00 Understanding the Elements of Effective Oral Communication

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(D) Have students divide into smaller groups, based on career goals after high school (i.e. military, on-the-job training, and two-year institution). Outline goals that should be accomplished from the time a student graduates from high school until he/she reaches that desired occupation. Use the TN Career Guide and other appropriate resources.	TN Dept. of Employment Security Job Search Video
	(E) Have students prepare role-playing activities specific to areas of interest, i.e., (1) interview with military officers. (2) interview for "on-the-job" training. (3) first visit to a college or university campus.	

Grade: English III
Strand: Thinking and Expression
Section: 11E3K.00 Understanding the Elements of Effective Oral Communication

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(4) interviewing for a summer job. Depict both the right and wrong ways of carrying out these interviews. Have students interview individuals already in the same careers and have each give a brief but informative oral report.	

ACADEMIC COMPETENCY:
-to present ideas clearly in Standard English

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Grade: English III
Strand: Writing: Composition
Section: 11E2H6.00 Understanding Functional Writing for Personal Purposes

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will write a resume	(A) Provide students with the definition of a resume. Be sure to highlight its importance and many uses.	State Board of Ed. Lang Arts Curriculum Guide III, p. 52
	(B) Provide students with samples of resumes for analysis and discussion.	
	(C) Read pages 16-25 of The Job Hunting Handbook, the resume section in the back of this career guide, pp. 20-32 of the C.P.C. Annual, and other resume resources.	TN Army National Guard Job Hunting Handbook C.P.C. Annual, 32nd edition (1988-89)
	(D) Have students create their own resume. Again refer to the activities listed in the back of this publication.	
	(E) Form partnerships and have students critique each other's work, then present the finished products to the class.	

Grade: English III
Strand: Writing: Composition
Section: 11E2H6.00 Understanding Functional Writing for Personal Purposes

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(F) Encourage students interested in securing summer jobs to send resumes to prospective employers. Solicit feedback from these same students. SEE "STEPS TO THE FUTURE" SECTION IN THE BACK OF THIS PUBLICATION FOR ADDITIONAL ACTIVITIES.	

Grade: English III
Strand: Writing: Composition
Section: 11E2H2.00 To Understand Writing Paragraphs

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will develop a topic.	(A) Have students read the "What's Hot" section of the TN Career Guide and the "Career Clusters" beginning on p. 10.	TN State Board of Ed. Lang. Arts Curr. Guide III, p. 43
	(B) Have the class select several career titles that might be interesting to research.	TN Career Guide
	(C) Have students identify "clusters" of words and ideas that can be associated with each particular career	
	(D) Moving from general to specific, have students identify a "career choice."	
The learner will arrange sentences in logical and sequential order to paragraph.	(A) Once students have researched a particular career, have them write several sentences relative to that career.	
	(B) Discuss "ordering" and other components in developing good paragraphs.	

Grade: English III
Strand: Writing: Composition
Section: 11E2H2.00 To Understand Writing Paragraphs

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(C) Have students develop several paragraphs on a selected career, using varying methods of organization. Provide students with appropriate examples. (D) Have students read paragraphs in class, allowing other classmates to provide input.	

ACADEMIC COMPETENCIES:
-to conceive ideas about a topic for the purpose of writing
-to recognize that writing is a process

Grade: English III
Strand: Writing: Composition
Section: 11E2H6.01 Understanding Functional Writing for Personal Purposes

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will demonstrate the ability to write social and business letters.	(A) Review the appropriate forms for business and social (personal) letters. (B) Encourage students to write business letters to higher education institutions, the military, and/or businesses. Request information on catalogues, job openings, etc. (C) Have students develop and keep files on the materials they receive. Check with the librarian for suggestions on keeping materials updated. (D) In addition to having students complete and return the questionnaire on page 39 of the TN Career Guide, have individual students write to the editor of the TN Career Guide voicing opinions relative to this publication and its contents.	TN State Board of Ed. Lang. Arts Curr. Guide III, p. 51 TN Career Guide

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Grade: English III
Strand: Writing: Composition
Section: 11E2H6.01 Understanding Functional Writing for Personal Purposes

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(E) Have students with pertinent career questions write to the editor. Many of these letters will be used for the next edition of the TN Career Guide (see p. 4 "Letters to the Editor"). Please return these letters to TN Career Guide, Editor c/o TOICC Nashville, TN 37245-1600	

ACADEMIC COMPETENCY:
-to write appropriately for different occasions, audiences, and purposes

Grade: English III
Strand: Writing: Composition
Section: 11E200.504 Understanding Creative Expression

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will develop personal style through creative writing	(A) Have students review the TN Career Guide video, paying close attention to "robotics."	TN State Board of Ed. Lang Arts Curr. Guide III, p. 50
	(B) Have students visualize the work world in the year 2015, twenty five years from now. Keeping in mind how much the work force has changed since the 1960s, have students write about jobs and job possibilities in the future. How important will robotics, and other computerized programs be? What will school be like? Transportation? The role of teachers? Have students design the perfect work setting.	TN Career Guide video
	(C) Have students interview major employers and officials in Tennessee. Find out, through written reports, what employer expectations might be for the future.	TN Career Guide, "Speak Out" section

Grade: English III
Strand: Writing: Composition
Section: 11E200.504 Understanding Creative Expression

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(D) Write the questions from the "Dear Editor" section of the TN Career Guide on the board. Have students suggest possible alternatives to the questions, share your solutions and those of the "editor."	TN Career Guide, "Dear Editor" section
	(E) Encourage students to send questions to the editor of the TN Career Guide for the 1990-91 edition. Your eleventh graders will then be seniors. Let us hear from you!! Mail letters to TN Career Guide, Editor c/o TOICC Nashville, TN 37245-1600	

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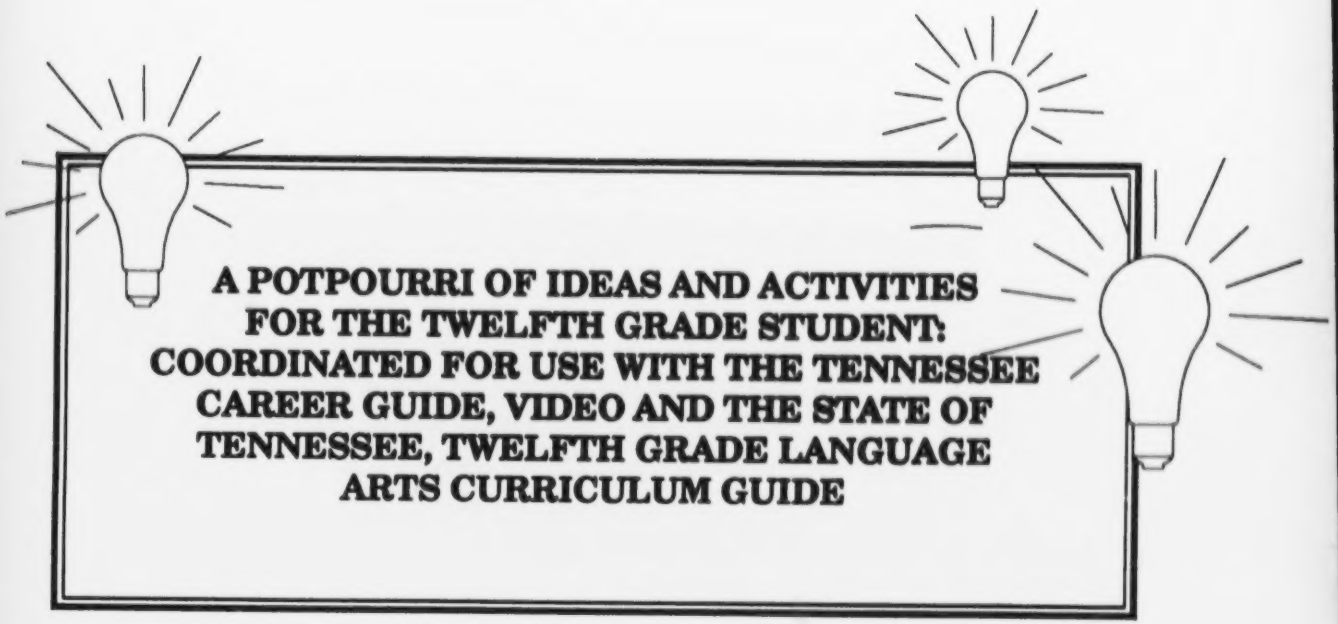
41 ACADEMIC COMPETENCIES
-to write appropriately for different occasions, audiences, and purposes
-to write as a way of discovering and clarifying ideas



A POTPOURRI OF IDEAS AND ACTIVITIES FOR THE TWELFTH GRADE STUDENT: COORDINATED FOR USE WITH THE TENNESSEE CAREER GUIDE, VIDEO AND THE STATE OF TENNESSEE, TWELFTH GRADE LANGUAGE ARTS CURRICULUM GUIDE

Grade: English IV
Strand: Thinking and Organization
Section: 12E3I1.03 Inductive and Deductive Reasoning

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCE
The learner will use inductive and deductive reasoning after listening and reading about possible career choices.	(A) Have students review the processes involved with inductive and deductive reasoning, discussing a variety of examples.	TN State Board of Education Language Arts Curr. Guide English IV, p. 51
	(B) Have students discuss career possibilities using the "What's Hot What's Not" section of the TN Career, Guide, the "Career Clusters" or their own choices.	TN Career Guide: "The Sky's The Limit", p. 5; p. 10-27; The military section, pp. 36-38
	(C) Have students consider the topic of "My Career Choice" using both inductive and deductive reasoning to explain or make decisions.	C.P.C. Annual, 32nd edition pp. 47-48 "Estimated Job Demands"
	(D) Have students examine several examples of deductive reasoning relative to career options which have false or invalid conclusions, i.e., "You need to get a four-year	

Grade: English IV
Strand: Thinking and Organization
Section: 12E3I1.03 Inductive and Deductive Reasoning

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	degree in order to get a good paying job." Determine whether conclusions are false because one of the premises is false or because the premises are true but the conclusions are not logical.	

ACADEMIC COMPETENCIES:
-to recognize and use inductive and deductive reasoning

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Grade: English IV
Strand: Thinking and Organization
Section: 12E3I2.00 Assessing Facts

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCE
The learner will assess facts and details. (A) Students will act out their career choices based on the facts found in the TN Career Guide and other resources.	(A) Based on information given in "Help Wanted" ads, have students decide whether they would apply for a particular job based on the information given. Have them explain their reasons.	TN State Board of Ed. Lang. Arts Curr. Guide Eng. IV p. 52. local newspaper want ads
	(B) Have students select a career that interest them and write on this career. Using the TN Career Guide and other resources, collect as much information on these careers as possible.	CPC Annual - A Directory of Employment Opportunities 1988-89
	(C) As a "follow-up" to activity "B" have students visit someone in this or a similar occupation, if possible. Afterwards, set up a list of pros and cons relative to the feasibility of working in this career field.	TN Career Guide

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Grade: English IV
Strand: Thinking and Organization
Section: 12E3I2.00 Assessing Facts

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(D) Have students act out their careers on the bases of their findings. (if students are interested in the military, set up a visit to a nearby base).	Military Career Guide
(B) Students will orally explain why they are suitable for their career choices.	(E) Based on information given in the career guide and other resources, have students decide whether they would apply for the job (if they were already qualified) and their reasons for doing so.	

ACADEMIC COMPETENCY:
-to draw reasonable conclusions
-to distinguish between fact and fiction

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Grade: English IV
Strand: Thinking and Comprehension
Section: 12E3J1.00 Understanding the Characteristics of Effective Listening/Viewing

INSTRUCTION OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will demonstrate effective listening/viewing skills.	(A) Review the checklist on effective listening/ viewing techniques (i.e. being alert, attentive, receptive, etc.). Have the students discuss the importance of each one.	TN Career Guide Video: The Sky's The Limit
	(B) Show the class the video entitled "The Sky's The Limit" which accompanied the career guide. Have them summarize the reasons why training and education beyond high school are invaluable. Next, have them identify the kinds of educational institutions available in Tennessee and examples of popular career options.	TN Career Guide Video: The Sky's The Limit
	(C) Show the class a prepared video tape of a classmate's performance in a recorded interview for a job. Discuss procedures, answers given, gestures, poise, etc. Next, critique and evaluate the performance - after the video is played a second time.	TN State Board of Ed. Lang. Curr. Guide English IV, p. 54

Grade: English IV
Strand: Thinking and Comprehension
Section: 12E3J1.00 Understanding the Characteristics of Effective Listening/Viewing

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	Pay attention to listening/ viewing traits of the students. Have students evaluate their own listening/viewing effectiveness.	
	(D) Have students work on their own individual presentations.	

ACADEMIC COMPETENCY:
-to evaluate presentations by others

Grade: English IV
Strand: Thinking and Organization
Section: 12E313.00 Understanding Methods of Inquiry

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will formulate questions in order to better ascertain information and make judgments.	(A) Have students formulate questions they would ask a prospective employer. Those interested in the military should develop questions relative to today's armed services (research is required).	TN State Board of Ed. Lang. Arts Curr. Guide, English IV, p. 53
(A) Students will formulate questions to obtain information about the career of their choice.		TN Dept. of Employment Sec., Job Search Video
	(B) Have students formulate questions in anticipation of what an employer might ask. The "job search video" has a series of questions that could be helpful for this activity.	Military Career Guide TN Career Guide, p. 35
(B) Students will formulate questions in anticipation of what an employer might ask.	(C) Have students formulate questions in preparation for an interview to be held in class--having discussed both activities "a" and "b". Review the "Who Are You, Anyway?" activity on page 3 and the "Career Quiz" on page	TN Army National Guard Job Hunting Handbook, pp. 36-37

Grade: English IV
Strand: Thinking and Organization
Section: 12E313.00 Understanding Methods of Inquiry

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	5 of the TN Career Guide as part of preparation. (D) Have the students critique the interview activity. What did they learn about interviewing techniques, career choices, etc.?	

ACADEMIC COMPETENCIES:
-to answer and ask questions coherently and concisely
-to read critically

Grade: English IV
Strand: Thinking and Expression
Section: 12E3K1.00 Oral Communication

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will recognize and demonstrate effective oral communication.	(A) Review the various kinds of verbal and nonverbal communication pertinent to effective oral communication.	TN State Board Of Ed. Lang. Arts Curr. Guide Eng. IV, p. 60
(A) Students will orally critique presentations given by classmates	(B) Bring in pretaped videos of television newscasters, commentators, etc.. Have students identify characteristics of effective oral communication observed in these video tapes.	TN Career Guide Pre-taped television news programs
	(C) Select a few students to videotape as they orally present their reports on their plans after high school. Have students critique each presentation.	TN Career Guide pp. 6-9, 33, 36-38
(B) Students will prepare questions and answers for class discussion.	(D) Using Project INFOE - TN's career information delivery system - (p. 39 TN Career Guide), research the different kinds of colleges and universities, their estimated costs, locations, etc.	Project INFOE (microcomputer version)

Grade: English IV
Strand: Thinking and Expression
Section: 12E3K1.00 and 1.01 Oral Communication

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
(C) Students will prepare to debate on a topic relative to training and education beyond high school.	(E) Have students interview other students who are attending institutions of higher education. Have them discuss the pros and cons of attending these schools. (F) Students can debate the pros and cons of an issue relative to education (i.e. "which is more beneficial socially and educationally - the private or public school" or "are largely populated schools more beneficial than smaller ones?").	

Grade: English IV
Strand: Thinking and Expression
Section: 12E3K1.00 and 1.01 Oral Communication

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
	(G) Correlate other variables such as cost and timelines needed to successfully complete training and/or education (study p. 30-31 of TN Career Guide on financial aid as a prerequisite to this activity).	

ACADEMIC COMPETENCIES:
-to recognize the intention of a speaker
-to be aware of the techniques a speaker is using
-to evaluate presentations by others

Grade: English IV
Strand: Thinking and Expression
Section: 12E3J2.02 Organizing Material

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCES
The learner will recognize patterns of organization in oral material.	(A) Review the ways in which oral material can be organized (i.e. description, narration, cause/effect, comparison/ contrast, definition, list, and sequence).	TN State Board of Ed. Lang. Arts Curr. Guide Eng. IV, p. 56
(A) Students will deliver oral reports on their career choice.	(B) Have students prepare a presentation on an interesting or unusual career. Refer to the "Whats Hot, What Not" list on p. 5 of the TN Career Guide, browse through the "Career Clusters" section in the same publication, or use other resources.	TN Career Guide
(B) Students will analyze content delivery and finalize a report for oral class presentations.	(C) Have students listen to oral reports on unusual and/or interesting careers; determine the pattern(s) of organization.	

Grade: English IV
Strand: Thinking and Expression
Section: 12E3J2.02 Organizing Material

INSTRUCTIONAL OBJECTIVES	SUGGESTED ACTIVITIES	CURRICULUM RESOURCE
	(D) Have students critique each report, identifying the patterns of organization, content and type of delivery.	

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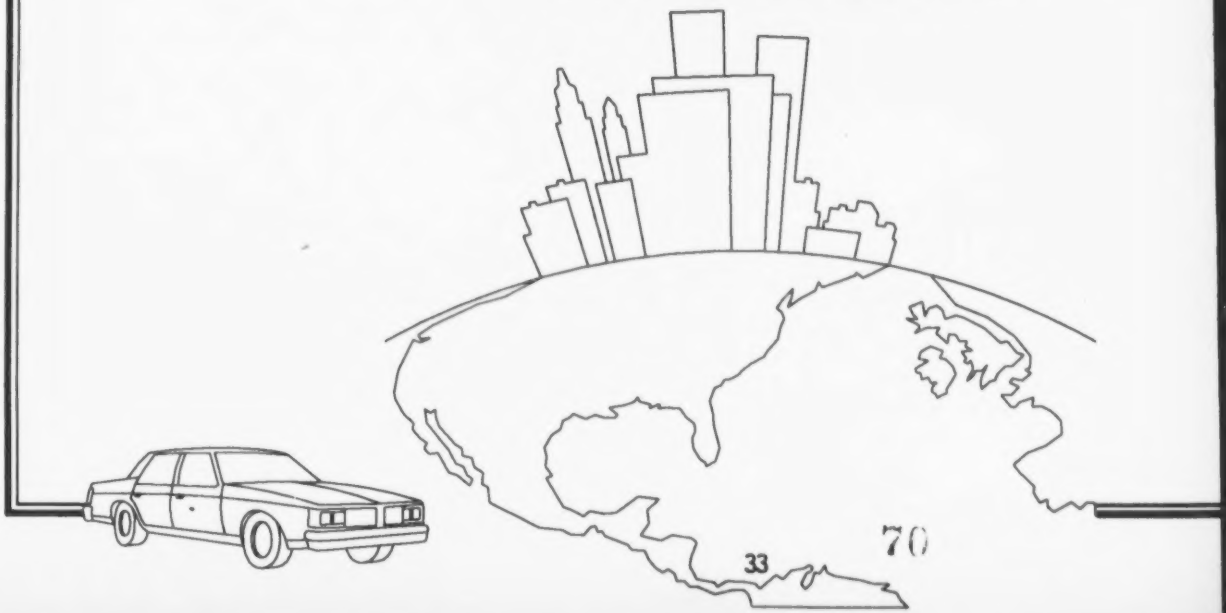
ACADEMIC COMPETENCIES:
-to identify and comprehend the main and subordinate ideas
-to recognize and take notes on important points

OFF TO SEE THE REAL WORLD: ACTIVITIES AWAY FROM THE CLASSROOM

Research indicates that some of the most meaningful learning can take place outside the classroom. Combined with the proper classroom instruction, the following activities are designed to expose students to career related situations in the work-place. These activities complement much of the material printed in the 1989-1990 edition of the Tennessee Career Guide.



Activities Outside The Classroom

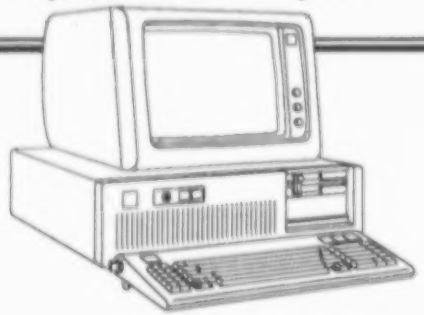
SOURCE	SUGGESTED ACTIVITIES
TN Career Guide p. 5	(A) After career orientation sessions, arrange a trip to a career fair and/or job bank. Have students concentrate on jobs that are projected to be in demand in the next twenty years (encourage students to review the "What's Hot, What's Not" list in the TN Career Guide).
	(B) Today's students are realizing that education and training beyond high school are essential for successful careers. Once students have identified career goals, encourage them to research potential post-secondary programs. Select a college, university, or training institution and make arrangements for small groups of students to visit. Encourage evaluations after each visit. While at each institution, arrange to visit the financial aid and admissions offices.
TN Career Guide p. 33	(C) *Plan visit businesses and plants where students can ask questions about on-the-job training programs.
*The vocational education section of the TN Career Guide also has more information on cooperative marketing and apprenticeship programs.	(D) *Have those students who are interested in apprenticeship programs visit local training sites and/or contact the local representative from the Bureau of Apprenticeship (BAT).
TN Career Guide pp. 36-38	(E) Are you located near a military base? After a visit from your local military recuriter, arrange for your students to visit a military base. Don't forget to have them report on their findings.

SOURCE	SUGGESTED ACTIVITIES
TN Career Guide p. 35	(F) Are your students learning to write resumes? Once your students finalize their "draft" copy, have them visit a company that provides the latest technology in desk top publishing. Arrange for the students to get their resumes professionally printed during the visit. Discuss the computer/printing process.
TN Career Guide p. 35	(G) Once your class has studied the important steps to successful interviewing, have them put together a script outlining both the right and wrong ways to interview. When this script has been thoroughly critiqued, arrange to have the students visit a television station or media department of a local university where they can video their script. The final product can be used with students all year.
	(H) How are unemployment rates determined in Tennessee? Where are the projected jobs? Have students visit the Tennessee Department of Employment Security, Research and Statistics Division, in Nashville for answers to these and other questions on Tennessee employment.
	(I) Is "dropping out" the "in" thing to do? Have each student interview a person who was once (or still is) a dropout. Identify the serious consequences of this action. Have students visit their local unemployment office to ascertain the difficulty a dropout would have in developing a career.
	(J) In your community make arrangements for students to interview people enrolled in the adult basic education or literacy programs. Have them find out, firsthand, the advantage of getting a good education.

SOURCE	SUGGESTED ACTIVITIES
Resource: 1989 Career Planning And Job Search Catalog (#119)	(K) Have students visit their local library or university research library for the purpose of enhancing research skills. Introduce students to "ERIC" or related computer programs, and have them display and print occupations of interest.
	(L) Arrange a trip to a learning resource center. Allow time for students to develop individual career handbooks on careers that are projected to be pertinent for the year 2000 and beyond.

CAREER EDUCATION . . . THE COMPUTER . . . AND THE FUTURE

"Once upon a time . . . computers were designed primarily for programmers and/or computer experts. Today, software advancement makes computer literacy easy for most people and mandatory for those preparing for the 21st century. You, as educators, might find some of the following computer related activities useful in a one-on-one, small group, or classroom setting. Use what interests you, or have your students design their own programs. And, if you have some great computer activities that you think other educators might like to try, let us hear from you.



Computer Activities

SOURCE	SUGGESTED ACTIVITIES
Micro-INFOE User's Guide pp. 1-4	(A) Introduce students to the microcomputer version of Project INFOE. Have the students fill out the "job search questionnaire", beginning on page one. Discuss individual results in small group or classroom settings.
Project INFOE Occupations are on pp. 5-17 of the Micro-INFOE User's Guide	(B) Have students select five of occupations of interest from the computer printout (activity A, this page). Research these, using the job description (JOBD) component of INFOE. Have students report orally on the training and education needed for these five occupations.
TN Career Guide "Career Clusters" begin on pp. 10-27 Project INFOE	(C) As a culminating activity, have students select five interesting occupations from the TN Career Guide. Use the job description component from Project INFOE to secure additional information about these careers.
TN Career Guide Project INFOE	(D) Have students who have expressed an interest in furthering their education after high school research "The Big [illegible]t" on pages 6 and 7 and review the "Keep Going" section on page 8 of the TN Career Guide. Next, have them fill out the "institutional search questionnaire" on page 18 of the Micro-INFOE User's Guide. Discuss the individual options that each student will come up with and encourage students to send off for additional college/university information.

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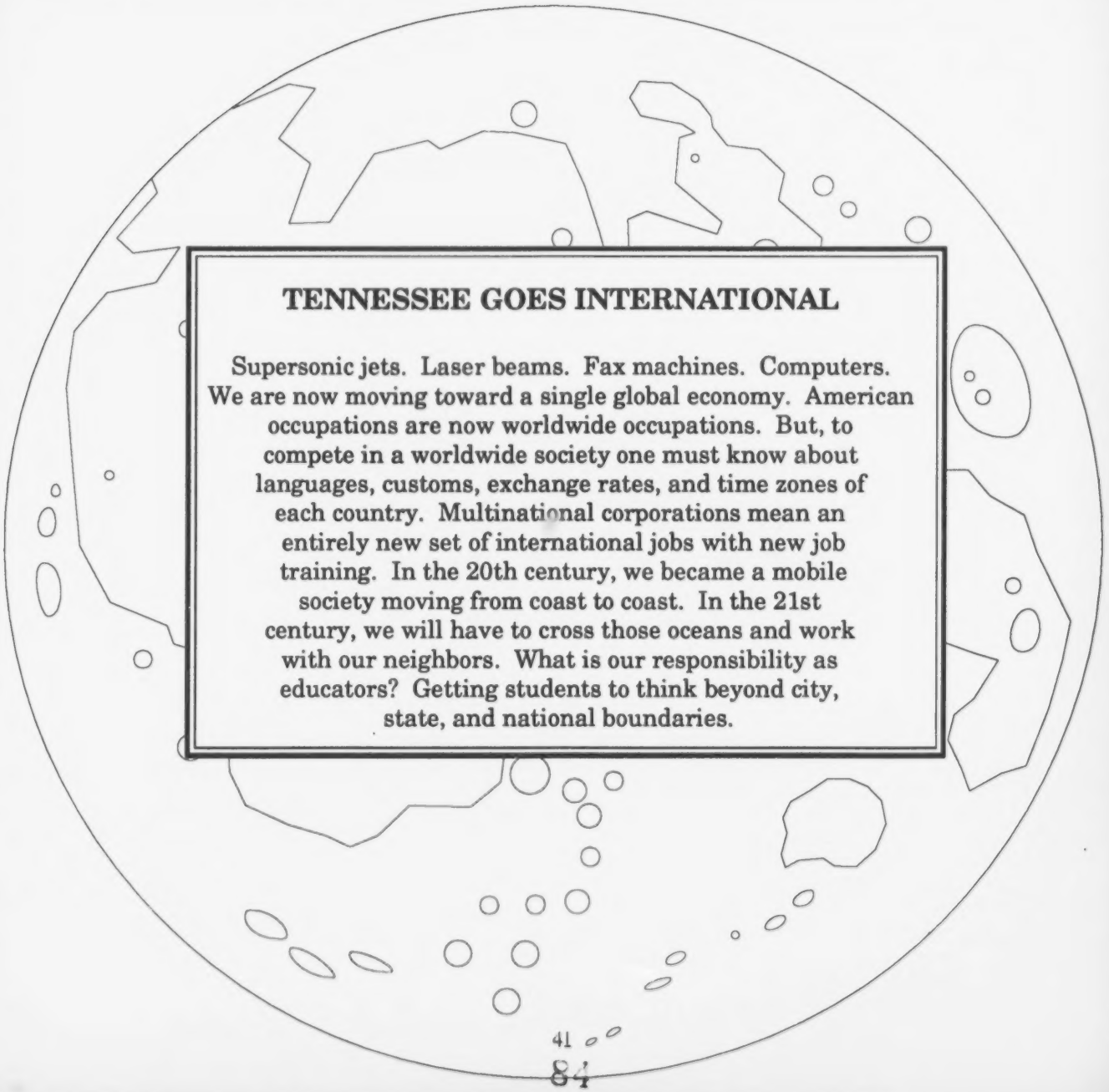
SOURCE	SUGGESTED ACTIVITIES
	(E) Investigate or arrange to have a demonstration of a career information delivery system with national data available. Some of these include CHOICES, GIS, SIGI, DISCOVER, CAREERS,and KALEIDOSCOPE.
TN OIS Micro-computer software	(F) Have students look up future job growth (by occupations) on the TN Occupational Information System (OIS). This software package is available at TOICC (615-741-6451), your local JTPA offices, and most local area vocational technical schools.
Project INFOE, Job Description Program (JOBD) TN Career Guide	(G) Divide students into groups according to their career interest (e.g., communications, business, education, science). Have each group: (1) Identify interesting careers that fall within that career cluster. (2) Locate and interview at least two people in the local community who have set and completed successful career goals. (3) Why should these careers be in demand even twenty/thirty years from now? Have students defend this position. (4) Compare and contrast entry and maximum salary levels from regional and nationwide data for selected careers. (5) Prepare a report using the word processor or computer and a projection panel or overhead projector so that each group can collectively construct the final report. (Encourage use of outlining, pre-writing, editing, etc.)
	(H) Encourage interested students to learn basic computer logic (learn to compile data, make lists, and write basic programs and games). These programs could be games to help pick a career. Interested students should be encouraged to program any career-oriented program they find challenging.

SOURCE	SUGGESTED ACTIVITIES
	(I) Encourage students to review and critique career education software currently on the market. This could include "Career Finder grades 5-12, "The Perfect Resume" and "Letter Writing for Job Seekers." For more information on these and other microcomputer curricula, call toll free, 1-800-558-2110, or request the 1989 edition of Career Planning and Job Search catalog (#119).
	(J) As a creative futuristic activity, have students describe and give details of the role of computers in the year 2015. How will they impact career education, training, and on-the-job activities?



TENNESSEE GOES INTERNATIONAL

Supersonic jets. Laser beams. Fax machines. Computers. We are now moving toward a single global economy. American occupations are now worldwide occupations. But, to compete in a worldwide society one must know about languages, customs, exchange rates, and time zones of each country. Multinational corporations mean an entirely new set of international jobs with new job training. In the 20th century, we became a mobile society moving from coast to coast. In the 21st century, we will have to cross those oceans and work with our neighbors. What is our responsibility as educators? Getting students to think beyond city, state, and national boundaries.

SOURCE	SUGGESTED ACTIVITIES
Resource in Nashville, TN: Kinesics International	(A) Arrange to have a communicative exchange program between eleventh and twelfth grade students in your high school and a high school in another country. Have students write letters, utilize fax machines, prepare audio and video tapes, etc.
	(B) Encourage students to compare and contrast occupational demands and projections from each of the two countries. Compare salaries, life-styles, education and training, educational institution requirements, the role of parents, teachers, counselors, etc.
	(C) Have students investigate foreign student exchange programs between the United States and other countries.
	(D) Invite foreign exchange students and foreign businessmen/women to your class. Have them talk about career projections in their countries for the next 10-20 years.
	(E) Have students check out opportunities to study abroad from programs that originate at U.S. colleges. Encourage students to write to these universities for additional information. Interview American students who have studied abroad. Identify advantages for cross-cultural learning.
	(F) Have students compare both high school and college curriculum requirements and programs from U.S. and foreign educational institutions. What are the similarities? Differences?

SOURCE	SUGGESTED ACTIVITIES
TN Career Guide: "TOICC Goes International"	(G) Have students identify American companies that have branches in other countries. Have these students report on (1) how Americans are selected to work in other countries; (2) the average stay of American employers abroad; (3) advantages and disadvantages of working abroad. (H) Interview military personnel whose job responsibilities entail traveling outside the United States. Have them identify the advantages and disadvantages of being away from home. (I) Have students report on (1) approximate percentage of military personnel who travel outside the United States; (2) percentage who travel to more than one country; (3) the amount of leisure time normally allocated when military personnel are stationed in other countries; (4) military screening process used when stationed in other countries. (J) Arrange to have employees from American countries and the military who have lived overseas speak to your class. Have them comment on the questions listed under "G" in this section. (K) Have students identify occupations and careers where travel outside the U.S. is encouraged in order for career or monetary advancement. (L) Have students research procedures for traveling abroad: (1) When do I need a passport, how can I get one, and how long is it valid?

SOURCE	SUGGESTED ACTIVITIES

2. What does one need to know about electrical current (for hair dryer,electric shaver)?
3. Climate?
4. Language spoken?
5. Monetary exchange rates?
6. Duty on purchases?
7. Immunization shots?
8. English/foreign language dictionary?
9. Why is it important to know the basic laws/customs of a country that one travels in?

(M) Have students who have made plans to go abroad this year do extensive research on traveling abroad; have them read Study and Teaching Opportunities Abroad by Pat Kern McIntyre, U.S. Government Printing Office, Washington, D.C., 20402 and other valuable guides on student travel.

(N) Have students report on agencies that place students abroad. Examples include:

1. Academic Travel
   Abroad, Inc.
   3210 Grace St. NW
   Washington, DC 20007
   (202) 333-3355
2. Adventures in Real
   Communications, Inc.
   4162 Giles Road
   Chagrin Falls, OH 44022
   (216) 247-4214

SOURCE	SUGGESTED ACTIVITIES

3. American Friends Service (AFS)
   International/Intercultural
   Programs
   313 East 43rd St.
   New York, NY 10017
   (212) 949-4242
4. Alexander Muss High School
   in Israel
   3950 Biscayne Blvd.
   Miami, FL 33137
   (305) 576-3286
5. American Council for
   International Studies
   19 Bay State Rd.
   Boston, MA 02215
   (617) 236-2051
6. The American Heritage Assoc.
   P.O. Box 425
   Lake Oswego, OR 97034
   (503) 635-3703
7. American Institute for
   Foreign Study, Inc.
   102 Greenwich Avenue
   Greenwich, CT 06830
   (203) 869-9090
8. American Institute for
   Foreign Study Scholarship
   Foundation
   102 Greenwich Avenue
   Greenwich, CT 06830
   (203) 625-0755

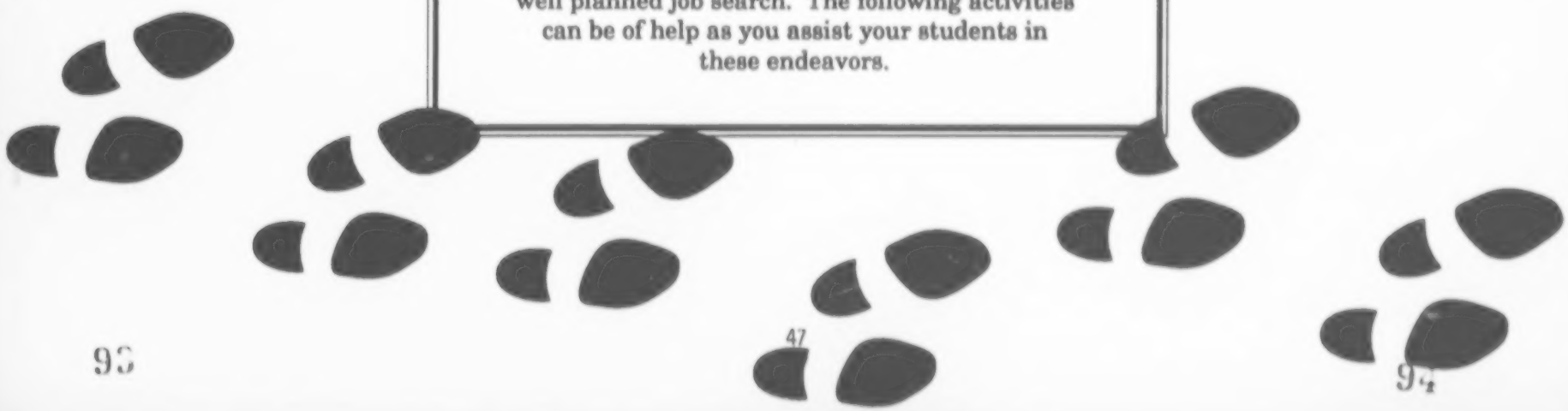
SOURCE	SUGGESTED ACTIVITIES

9. American Intercultural
   Student Exchange
   7728 Lookout Drive
   LaJolla, CA 92037
   (619) 459-9761
10. American International Youth
    Student Exchange Program
    200 Round Hill Road
    Tiburon, CA 94920
    (415) 435-4049

JOB HUNTING . . . STEPS TO THE FUTURE

In anticipating the future, we must recognize that our society is in the initial stages of rapid global and economic changes. Because of these changes, it is no longer adequate to be reactive. One must be proactive. It is vital to anticipate some of these changes. Thus, we as educators must become futurists and help our students prepare adequately for the year 2000 and beyond. Changes in technology, business practices and increased use of imports have caused some occupations to decline and new ones to emerge.

For a suitable career, one needs to map out training objectives and then carry out a well planned job search. The following activities can be of help as you assist your students in these endeavors.



Job Hunting Activities

SOURCE	SUGGESTED ACTIVITIES
TN Career Guide p. 35	Have students carefully review "Big Steps To Job Search" on p. 35 of the TN Career Guide, paying close attention to "Letters of Application", "The Resume" and "The Interview". The attached handouts are designed to further complement or enhance this job search section. Feel free to make copies of these for classroom instruction or individual use.

Application Forms

Most employers see your application before they see you. If you want to be interviewed, your application must make an outstanding impression. Employers may review three to 3,000 applications each month, and the messy, illegible, or incomplete form is quickly tossed into the wastebasket.

The way you fill out your application form has a great deal to do with whether you get the interview and the job. Employers often make assumptions about the quality of work you would do, if hired, by the way you fill out an application. Attitude, stability, and motivation can all be communicated on the form. A sharp and orderly presentation of your skills is the best way to get into the interview.

First, get a copy of any standard application form at an office supply store. Then, gather all the needed information including your self-assessment inventory, addresses, dates and names of former employers, your Social Security card, documents of education and training, and other papers.

When completed, this form can be a master copy for use as a reference when filling out new applications. Unfortunately, most employers have their own form and will not accept copies. Therefore, if you apply for 45 jobs, you will probably fill out 45 application forms. Before beginning, read the entire form and all of the instructions, especially the fine print. Some employers state in the small print that under the law you are not required to answer certain questions or that your background will be investigated. The fine print may also give instructions, such as "please print", or "put last name first." The employer can check to see how carefully these directions are followed. A typed application is always best, but printing neatly with a black pen will do. Blue ink does not reproduce well on most copy equipment.

The first section usually includes information about name, address, phone number, etc. The second section generally refers to education and training. List all your schooling, whether or not you graduated. Sometimes there will also be room to note special honors or awards, or membership in professional associations. These can be very important, since many employers believe that outside interests indicate a well-rounded person who will make a better employee. Use this space to enhance your qualifications to the employer.

Most applications also ask about military service. If you have served, supply all the information requested. If not, write DNA - Does Not Apply. Military history may be an important part of your work experience. In this case, your military job should be listed with other jobs in the section describing previous employment.

Military jobs are often difficult to translate into terms of civilian work experience. The Armed Services have established a coding system that relates military jobs to civilian jobs. For instance, the Army publishes the *Army Occupational Handbook*. It describes the qualifications and training for each occupational field, listing related civilian jobs. If you worked as an Improved Hawk Firing Section Mechanic in the Army, you may qualify as an electronics mechanic in civilian life. Each branch of the Armed Services can provide this type of information. Discover how military skills relate to a civilian career.

SAMPLE OF A GENERAL EMPLOYMENT APPLICATION

NAME (Last First Middle (Initial Maiden or Previous) ____ MR ____ MS. MRS	SOCIAL SECURITY NUMBER
NO. & STREET R.D. OR POST OFFICE BOX NUMBER	BIRTHDATE
CITY STATE ZIP CODE	TELEPHONE NUMBER HOME BUSINESS

EDUCATION AND TRAINING

EDUCATION (Circle last Grade Completed) 6 7 8 / 9 10 11 12 / 13 14 15 16 / 17 18 19 20

NAME AND LOCATION (City & State) OF LAST HIGH SCHOOL ATTENDED	DATES ATTENDED FROM	DATES ATTENDED TO	GED CERTIFICATE NUMBER
GRADUATE? ____ YES ____ NO			ISSUED BY

NAME & LOCATION OF COLLEGE OR UNIVERSITY (If you expect to earn a degree in next 3 months, Give time you expect degree and circle.)	DATES FROM	DATES TO	CREDITS COMPLETED SEM HRS.	CREDITS COMPLETED QTR HRS	MAJOR	MINOR	TYPE OF DEGREE	MO & YEAR OF DEGREE

OTHER SCHOOLS OR TRAINING (Trade, Vocational, Armed Forces, or Business), GIVE NAME AND LOCATION OF EACH SCHOOL, DATES ATTENDED SUBJECTS STUDIED, CERTIFICATES, AND ANY OTHER PERTINENT DATA

SPECIAL QUALIFICATIONS AND SKILLS (Licenses, Skills with Machines, Patents or inventions, Publications, Public Speaking, Professional or Scientific Societies, Typing or Shorthand Speed, Honors, Awards and Fellowships, Foreign Languages, Etc.)

(Attach Additional Sheet if More Space is Needed)

VETERAN

DATES OF MILITARY SERVICE — FROM _____ TO _____ BRANCH _____

Points will not be added and scores will not be adjusted until proper verification is submitted.

DO YOU HAVE A CURRENT TENNESSEE DRIVERS LICENSE?

YES ____ NO ____ DATE ISSUED _____

(Give number and class) _____ _____

IMPORTANT INSTRUCTIONS FOR COMPLETING WORK HISTORY

This portion must be accurate and complete. Applications lacking sufficient information will be rejected. List your entire work history including part-time, temporary, and volunteer jobs. List jobs in reverse order, starting with your present or last job. List each promotion as a separate job. To evaluate your qualifications, we must have accurate and complete information on previous job tasks and levels of responsibility. Be thorough and specific in the detailing of duties. Do not substitute a resume for it.

(OVER)

Source: Colorado Department of Labor & Employment

PREVIOUS EMPLOYER	TELEPHONE	
COMPLETE ADDRESS		FROM ___/___/___ MO DAY YR
YOUR TITLE		TO ___/___/___ MO DAY YR
DUTIES		LAST MONTHLY PAY $ ___
		HRS. PER WEEK ___
		SUPERVISOR ___
		SUPERVISOR'S TITLE ___
		NO. & TITLES OF EMPLOYEES YOU SUPERVISED
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT		

PREVIOUS EMPLOYER	TELEPHONE	
COMPLETE ADDRESS		FROM ___/___/___ MO DAY YR
YOUR TITLE		TO ___/___/___ MO DAY YR
DUTIES		LAST MONTHLY PAY $ ___
		HRS. PER WEEK ___
		SUPERVISOR ___
		SUPERVISOR'S TITLE ___
		NO. & TITLES OF EMPLOYEES YOU SUPERVISED
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT		

PREVIOUS EMPLOYER	TELEPHONE	
COMPLETE ADDRESS		FROM ___/___/___ MO DAY YR
YOUR TITLE		TO ___/___/___ MO DAY YR
DUTIES		LAST MONTHLY PAY $ ___
		HRS. PER WEEK ___
		SUPERVISOR ___
		SUPERVISOR'S TITLE ___
		NO. & TITLES OF EMPLOYEES YOU SUPERVISED
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT		

CHECK WHAT TYPE OF EMPLOYMENT YOU WILL ACCEPT:

☐ 1-ALL ☐ 2-FULL TIME ☐ 3-TEMPORARY ☐ 4-PART TIME

☐ 5-SHIFT WORK ☐ 6-NIGHT WORK ☐ 7-SEASONAL

REFERENCES List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Do not repeat names of supervisors listed under work history.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, Zip)	BUSINESS OR OCCUPATION

CERTIFICATION

I CERTIFY THAT ALL OF THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

SIGN IN INK

SIGNATURE _____

DATE _____

Source: Colorado Department of Labor & Employment

RESUME BASICS

The resume is a very effective job hunting tool. As the primary function of the resume is to secure an interview, it can be considered a sales promotion piece. Therefore, careful preparation is extremely important.

You already have the data collected on your inventory chart and need only to select and properly arrange this material for your resume. Consider the following points in writing your resume:

TAILOR THE RESUME TO THE JOB YOU ARE SEEKING

Make it brief. A busy employer wants the pertinent facts in as few words as possible. One page only is best.

USE A BUSINESSLIKE STYLE WITH PROPER SPELLING AND PUNCTUATION

The resume should be typewritten with enough copies duplicated for your anticipated needs. Never submit carbon copies of a resume to an employer. There are many quickprinting and/or copying operations available to duplicate your resume at reasonable cost.

EMPHASIZE YOUR CONCRETE ACCOMPLISHMENTS

Organize your material so your best qualifications are listed early in the resume. A background resume is especially suited to the person who has had little or no previous job experience, or who has not been employed for some years.

Source: Colorado Department of Labor & Employment

SAMPLE RESUME I

Geoffrey Smith
34 Topanga Blvd.
Cotapaxi, Colorado 80222
Tel: (412) 564-5322

OCCUPATIONAL GOAL

Automotive mechanic

EDUCATION

Topanga High School—Graduated June, 1986. Courses included:
- Mechanical Drawing I & II
- Electricity Shop
- Understanding Internal Combustion Engines
- Automotive Shop

EXTRACURRICULAR ACTIVITIES

Intramural Football
Track Team

HOBBIES

Model Building
Photography

WORK EXPERIENCE

Summer 1984 - Wilmore Department Store
471 Hooper Blvd.
Cotapaxi
STOCK BOY

Summer 1983 - Elmer's Crosstown Service Station
4371 Broadview Way
Cotapaxi
GAS PUMPER

REFERENCES

Will be furnished upon request

Source: Colorado Department of Labor & Employment

PSYCHING UP FOR THE INTERVIEW

Psyching up means to get in the best frame of mind for the interview.

Nervousness, fear, apprehension are all natural when you have interviews scheduled, but those responses do not add to the impression the interviewer forms of you. You want to project self-confidence, competence, and preparation. And the best way to be prepared is . . . to prepare.

The following are several techniques for psyching up:

- Look good. You don't need the additional worry that you are dressed incorrectly or uncomfortably. When you look good, you feel confident.
- Talk about the interview. Your personal support system is important here. Talking about your nervousness will help to relieve it. The support you receive from friends or family will do wonders for your self-confidence.
- List your worries. Writing the three toughest questions in advance allows you to rehearse the answers.
- Decide on a "trigger" for relaxation. If you get tense and knotted, it is important to relax. Every time the interviewer mentions your resume, for example, look at your body. If you are cramped or slouching, adjust your posture. Sit back. Breathe deeply.
- Allow sufficient travel time. You don't need the anxiety of being late. Allow even more time if you feel unprepared. The extra time will allow you to read some of the company's materials prior to the interview. Request some material from the secretary and review it.
- Nothing is better than being thoroughly prepared. Convince yourself that you are the ideal applicant and the employer will get the message.

REMEMBER . . .

- Job hunting can be an exciting learning experience; a lot of good information on future career possibilities can come out of this process. You can also learn how companies operate and do business.

AND ABOVE ALL . . .

- Don't get discouraged; a good positive attitude plus youthful energy, and a showing of willingness to learn and to work are all in your favor.

THINK POSITIVE!

Source: Colorado Department of Labor & Employment

19 Points To Edge Out the Competition

1. You have more skills than you think. Your natural abilities, know how, talent, AND special training are all skills. The trick is to realize what your skills are and how to express them.

2. Only a small fraction of job openings are advertised. Newspaper want ads are only one place where jobs are advertised, and one of the many places to look for jobs. Most jobs are found by personally contacting employers.

3. Jobs do not necessarily go to the best qualified people. Instead they go to the best qualified applicants. That is, people with the basic qualifications for the jobs who know how to get hired. So, aim at becoming a qualified applicant — someone who does a great job of presenting his qualifications to an employer.

4. Take credit for your work experience, even if you have never been employed in a business. Odd jobs, babysitting, chores and volunteer work are all examples of work experience that you should talk up in an interview and write up on a job application.

5. Look for seasonal jobs early. You will beat the crowd and impress a would-be employer by being savvy enough to start looking ahead of the competition.

6. Write a resume before you start filling out job applications everywhere in town. Your resume will impress employers and make filling out applications easier and faster.

7. Fill out an application form completely by answering all the questions. Leaving information off an application makes employers think you are not serious about working for them.

8. Be persistent! By occasionally checking with an employer after completing an application you can increase your chances of a job offer.

9. When starting a job, your first responsibility is to get to work on time. Your most important work trait to an employer is dependability.

10. The way you look counts. But this doesn't mean you have to run out and rent a tux or buy a new dress, or be great looking... it does mean that whatever you do wear should be clean and pressed, and you should look well-scrubbed too. Brush your hair and give yourself a last minute straightening out before an interview.

11. A handshake should be a happy medium between limp and bruising. Practice it! Don't worry about sweaty palms. Everyone is nervous: it's okay.

12. An interview is **not** an interrogation. **It is a conversation.** Speak up. Don't mumble or mutter under your breath, and don't give one-word answers either.

13. Be enthusiastic and interested in the job... ask questions. If you show a willingness to do more than your share, you're sure to get your share of job offers.

14. Mention school and leisure activities. It helps the job interview get underway and will help the interviewer get to know you.

15. If your grades are fair to good, say so. You don't have to be an "A" student to impress an employer. If your attendance record is good, say so. Most employers are more interested in your school attendance than your grades.

16. If you don't decide and say what you want, you are likely to end up somewhere else. Letting others make decisions for you often will result in an unhappy job or career choice. Employers know this and are looking for people who have directions. The people around you (parents friends, and teachers) can help, but you are the person who is in control of getting hired.

17. Mention your future plans, if appropriate. For instance, if you are looking for work experience because you think the job you are seeking may tie in to future career plans, say so. Most employers will look on that as proof that you have thought about their job and are ready to work at it.

18. **Know about the job.** Have an idea of what it entails so that you can say why you want it and why you'd be good at it.

19. Look your interviewer squarely in the nose. Most people will tell you to look him/her in the eye, but that's nearly impossible. Look at the bridge of their nose, and they'll think you are looking in their eyes, which is close enough.

Source: Colorado Department of Labor & Employment

HOW TO KEEP A JOB

Your first day on the job and all of the days thereafter require you to use many of the same skills and traits you have used to get the job — dependability, initiative, organization, honesty, and getting along with people. Here are a few more things to keep in mind after you are employed.

- When starting a job, your first responsibility is to get to work on time every day. You have agreed to be there and your employer is depending on you. Remember: to your employer, time is money.

- Your first job is the first rung on the ladder to your career goal. You can expect to run errands, empty garbage, chase after left-handed monkey wrenches, keys to locks. In short, you will probably be doing the jobs no one else will want to do. If you do these jobs to the best of your ability, you will move up the company ladder more quickly.

- In starting a new job, your first day may be difficult. You have to learn both the general routine and what is expected of you. Few people may have time to help you or talk long with you.

- From your first day on, listen carefully to instructions, and ask questions if you don't understand.

- Expect to work by the rules. Employers depend on you to do your job — if you don't, you could be fired. There are very few employers who are as tolerant as schools.

- Your attitude is the biggest single factor which affects your job performance.

Having a positive work attitude means knowing that meaningful work has dignity, that the simple tasks are all important to the total job, and completing your assigned work is a source of pride.

- Learn to take criticism in stride. Everyone makes mistakes; it's natural when starting out. When you have made a mistake, don't try to hide it. Instead, admit you don't know everything and try to do better next time.

- Be polite and show your sense of humor. Work is easier when everyone is pleasant and cooperative.

- Show some initiative! Don't always wait to be asked to do something. Demonstrate you willingness to do a good job by asking for additional work or doing what needs to be done.

- For a day's pay, an employer deserves a good day's work. This means completing all the assigned tasks even the unpleasant ones.

- If you think your job is boring, first be certain you have done all of your assigned work look around for other things to do and do it.

- Employers will appreciate a complete job. Always complete one task before going on to another.

- Learn company policies that affect you and your job.

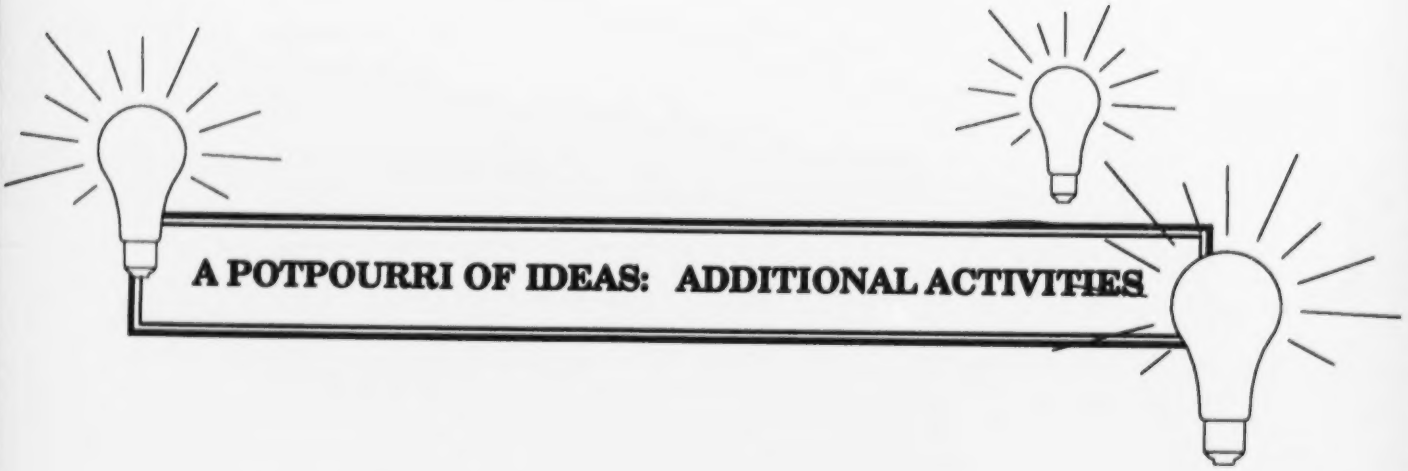
- You are there first and foremost to get the job done, not to win friends or influence fellow employees.

- In getting the job done, a vital thing to remember is that your work may be interrupted by customers or the boss.

- Try to be good in your work. This means continually putting forth your best effort.

Don't forget that the employer or company is there to sell a product and to make money. They will want you if they see that you will assist them in making a profit.

Source: Colorado Department of Labor & Employment



A POTPOURRI OF IDEAS: ADDITIONAL ACTIVITIES

Additional Career Activities

SOURCE	SUGGESTED ACTIVITIES
	(A) *Have students respond to the following sentence: "When I think of my future, I think of... (1) use probing questions to clarify and extend student response; (2) discuss reasons for responses and encourage students to look at career categories; (3) divide students into groups based on choice similarities and allow individuals in each group to elaborate on their future plans.
	(B) The following activities are designed to encourage critical thinking. (1) Encourage students to identify career interest areas. Have them make a judgment about capabilities, financial considerations, and the amount of time they are willing to commit for job preparation. (2) Have students state their future goals. Identify alternatives and evaluate them. (3) Have students analyze reasons for career choices. Are these reasons based on individual interests or parental/peer influences? Have students research their career options. (4) Have students synthesize or combine similar careers. Examples include business and computer science - can this be a satisfactory combination? Why combine? Have students research and report findings.

*This exercise can be shared at the beginning and again at the end of each school year.

SOURCE	SUGGESTED ACTIVITIES
TN Career Guide	(C) Have students research and chart national and local unemployment rates over a period of a few months. Interview people in a TN. Department of Employment Security local office to ascertain the problems encountered in finding jobs for Tennesseans. Have students review the federal job registers, business and Job Service listings,
TN Career Guide, p. 2 "Who Are You, Anyway?" p. 5 "Quiz on Careers" Micro-INFOE User's Guide p. 1	(D) If your school has access to the 1989-90 microcomputer version of Project INFOE, have students answer the questions in the "Job Search Questionnaire" p.1 of Micro-INFOE User's Guide and then work interactively on the computer. Also, have the students answer the career quizzes in the career guide. Have students discuss, in small groups, quiz results. As an added activity, have students administer the quizzes on pp.3 and 5 to their parents or guardians after school. The results could be interesting.
TN Career Guide, pp. 10-27 "Career Clusters"	(E) Using the "Career Clusters" from the career guide, have students research and report on careers or occupational categories of interest to them.
TN Career Guide, p. 5 "What's Hot, What's Not"	(F) Have students write to the Research & Statistics Division of the TN. Dept. of Employment Sec., Nashville,TN 37245-1000 to find out how projections are made for future jobs.
TN Career Guide, p. 5 "Look to JTPA..."	(G) Have students research J.T.P.A. opportunities that are available to Tennessee youth. Interview students who have taken advantage of these programs in the past.

Additional Career Activities

SOURCE	SUGGESTED ACTIVITIES
TN Career Guide, p. 8 "Keep Going Keep Growing For College!"	(H) Discuss this section with those students who are interested in attending college. Have them review the information with their parents or guardians.
TN Career Guide, pp. 6-7 "The Big List" p. 9 "There's a School Near You"	(I) It's never too early or (too late) to have students write schools and universities that have curriculum programs that interest them.
TN Career Guide, pp. 30-31 "Where There's A Will There's A Way" "Financial Aid"	(J) Encourage students to take this financial aid section home to discuss with their parents or guardians. Schools often host meetings where parents and students get the opportunity to meet with financial aid "experts" such as those from the TN Student Assistance Corporation.
TN Career Guide, p. 33 "Vocational Education..."	(K) Cooperative education, apprenticeship programs and marketing can offer endless possibilities for students interested in Vocational Ed. This page should also be discussed in class as well as with parents at home.
TN Career Guide, p. 35 "Big Steps To Job Search"	(L) In addition to the discussions and role-playing activities that can result from reading this section, have students discuss/research the realities of what to expect after graduation (i.e. opening and maintaining checking and savings accounts, the percent of earnings that will go toward taxes, food, shelter, utilities, insurance, transportation, etc.).

This curriculum resource guide was developed by Dr. Chrystal Partridge, Executive Director, TOICC, Mrs. Gwendolyn S. Simmons, Professor Emeritus, Tennessee State University, Mrs. Ida Partridge, Chattanooga Public School System and TOICC staff members: Mrs. Willie Mae Martin, Mr. Wayne Meisels, Dr. Arthur Neal, and Mrs. Deborah Rhone. Cover design by The Parker Group, Inc. Special thanks to Ms. Martha Deacon, Employment Security for editing the final draft of this publication, and to Ms. Carol Hughes, Employment Security for the graphics arts in the text of this publication.

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TENNESSEE CAREER GUIDE

GOOD JOBS MEAN WE'RE GOING TO HAVE TO COMPETE . . .

If Tennesseans want good paying jobs, we are going to have to compete by being better educated and by developing the skills necessary to meet technological demands of the future.

Having a good paying job means getting a good education and having marketable job skills. One of the first questions I get from industry presidents when I recruit companies to Tennessee is about the educational level of our work force. How good are your schools? How well do your students score on tests? Have they mastered the basic reading, writing and mathematical skills that will enable us to train and retrain for our jobs? Does Tennessee have a skilled work force?

"THE BOTTOM LINE IS EDUCATION"

GOVERNOR NED McWHERTER

I encourage every young adult in Tennessee to get a good education. Stay in school and apply yourself to your studies; build a foundation that will last you a lifetime. Learn to operate a computer, take an extra year of math or take an advanced vocational class — strive for excellence in whatever you do. When you finish high school, take another step up the ladder of success by furthering your education.

Recent studies tell us that by the year 2000, three out of four jobs will require more than a high school education. Of all the new jobs that will be created between 1989 and the year 2000, almost a third will be filled by college graduates.

The bottom line is education. Take advantage of the opportunity to learn during your years as a teenager and be able to move into the workplace with marketable job skills.

Planning for your future and looking at your options is the first step. Take the time to study this publication and think about where you want to be after graduation. Whether it is college, vocational school or an apprenticeship program, learning an advanced skill is your ticket to one of those "good paying jobs."

TOICC

TENNESSEE

Introduces...

THE FUTURE

CHECK IT OUT!!!

The year is 2005, and you have been out of high school for at least 14 or 15 years. One of your classmates just got elected to Congress. Another has an impressive technical position with Robonics Industries. Janice is an Air Force officer. What are you doing? You tell us!! Are you the classmate who has been in and out of drug rehabilitation clinics for years, or the one who has spent thousands of dollars on lottery tickets, hoping one day to win the "big one"? You aren't the one who goes from job to job, still making minimum wage, are you? Remember, this is the real world. You have rent, utility bills, a car note, children in school, and elderly parents on medication. What happened to all that big talk we heard in the 1990s? What do you mean you wish you could go back in time? Be real. That only happens in the movies.

Ok, ok. Stop crying. What will your kids think? Just this once we'll "zap" you back to your high school years, but you'd better now blow it.

What are the stipulations? Follow all those guidelines that you thought were "uncool" in 1990: stay in school; learn all you can from your teachers, parents, and guidance counselors; and get all the education and training beyond high school you can (in a promising field, of course). And by all means use the TENNESSEE CAREER GUIDE: THE SKY'S THE LIMIT until it turns yellow!!

Why is the Tennessee Career Guide so important? Remember the education and career questions that high school students often ask: "What do I want to do the rest of my life?" "Should I be thinking of college?" "What about careers in the military?" "Can't I just get a good paying job right out of high school?" "Where will the best jobs be?" The information provided in this award winning career guide (yes, Tennessee received national honors for this career packet last year!) will help explore the answers to these and other questions that impact the future.

This Career Guide is published by the Tennessee Occupational Information Coordinating Committee (TOICC), whose goal is to promote dissemination of educational and occupational information for all Tennesseans. Check out the career cluster and financial aid sections. Look at the list of "hottest" jobs. Expect to see current information on JTPA, area vocational, and university programs of study. And don't forget the section on "how to look for a job." By the way, your school will also be using the video and instructional guide that accompanies this publication.

Now, tap your "Michael Jackson L.A. Gears" together three times and let's go back to 1990. Good luck!! And remember, don't blow it!!

TOICC GOES INTERNATIONAL

"I have a degree in English yet I am running a major Asian company. My advice to high school students: take all the math you can if you want to go into business." Jane Shapiro, Vassar graduate Co-Owner, Women's Wear Daily - Asia (WWDA)

"If I had it to do all over again, I'd take more foreign language courses and learn more about cultures outside the United States." Wayne W. Townsend Pitt graduate Manager, Adidas Hong Kong

Have you ever heard the phrase "the world is getting smaller"? Well, it's true. Today, more Americans than ever before have exciting assignments that take them all over the world. Picture a young Tennessean, a Pitt graduate, in Hong Kong in a managerial position. He gets an excellent salary, car and housing allowances, a business expense account, and a live-in housekeeper. He travels all over Asia and has the best of American and Asian technology at his fingertips. Not bad, huh?

The Tennessee Occupational Information Coordinating Committee is proud to announce the first in a series of videos entitled "Careers On The Go - A Look At Interesting And Unusual Career Choices." Part one of the series will highlight Americans whose jobs take them out of the country. Having just returned from British Hong Kong, the TOICC staff has, on tape, interviews from Americans working for such companies as Xerox, Estee Lauder, Adidas, Sheraton Hotel Corporation, etc. These men and women share information on their education, training, job responsibilities and socialization in a foreign country and even give tips on how high school students can better prepare themselves to compete in a global society. So, look for this series to be released this spring.

RATED: CG13 (Counselor Guidance suggested)

YES, THE WORLD IS GETTING SMALLER!

Who Are You, Anyway?

Check your likes, dislikes, and don't cares for each of the characteristics listed below. Remember, there are no right or wrong answers. This is a way to get a better picture of yourself and the types of jobs that may interest you. When you have completed checking the list of characteristics, go to Exercise 2 on pages 28 & 29.

Like	*Don't Care*	*Dislike*	Characteristics
			1. Dealing with scientific and technical ideas.
			2. Being creative
			3. Making decisions.
			4. Dealing with people in a business setting.
			5. Helping people and helping care for people.
			6. Working with machines and equipment.
			7. Following an organized routine.
			8. Understanding people, words, and communication.
			9. Using numbers.
			10. Working with detail in words and numbers.
			11. Literary and visual arts and crafts.
			12. Physical and life science.
			13. Caring for plants and animals.
			14. Safety of others, such as law enforcement.
			15. Applying mechanical principles to practical situations.
			16. Detailed tasks.
			17. Selling things to people.
			18. Helping visitors, travelers, and customers.
			19. Leading and influencing people.
			20. Working skillfully with fingers.
			21. Engaging in physical activity.

TENNESSEE CAREER GUIDE

Tennessee Career Guide is produced with funds provided by the Tennessee Occupational Information Coordinating Committee (TOICC).

Ned Ray McWherter, governor
Dr. Chrystal Partridge, TOICC executive director
TOICC Committee Members:
Ron Hammontree, chairman, deputy commissioner of Labor
Patsy W. Cashron, assistant commissioner of Employment Security
Marvin Piatt, assistant commissioner of Education
Tommy Hall, vice chancellor, Tennessee State Board of Regents
Patsy J. Mathews, assistant commissioner of Human Services
Robert Parsons, assistant commissioner of Economic and Community Development
Dr. William Payne, director, Tennessee Higher Education Commission
Dorothy Shell, assistant commissioner of Department of Personnel

LETTERS TO THE EDITOR.....

Dear Editor,
I have the opportunity to interview with a major company that provides college training for many of its employees. This may be the only opportunity I'll have to go to college, so it's important that I don't blow the interview. Help!!!
Theresa
East Robinson High School
Cross Plains, TN

Dear Theresa,
Successful interviewing depends on preparation and practice. Prepare a list of intelligent questions to ask the employer that will show you have knowledge of his/her business. Also, prepare a list of questions you think you will be asked in the interview. Include questions you hope will never be asked. Ask a friend to help you practice answering all of these questions over and over until you are comfortable with positive answers you will give to each question. Remember preparation and practice are the keys to succeeding in an interview.
The Editor

Dear Editor,
I am going to graduate from high school with honors. As one of seven children, there's not much chance for me to go to college. What should I do?
Broke
Mitchell High School
Memphis, TN

Dear Broke,
Plan early. There is money available for grants and loans. Private schools have endowments that will pay all or part of your costs. There is a lot of research to be done. You can begin by looking at pages 90-91 of this publication.
The Editor

Dear Editor,
I want to see the world and learn a skill. Some of my friends say the military is the ticket. But, I've heard they are unfair. Can a woman get ahead?
Roberta
Clinton Junior High School
Clinton, TN

Dear Roberta,
The new military can be the answer for you. It is against the law to discriminate because of race or sex. While the military was once an all-male organization, that is not so today. Go for it - give it all you've got and I'm sure you will succeed. (By the way, don't forget to check out the military section beginning on page 98 of this publication.)
The Editor

Dear Editor,
I have been playing ball all my life. I think the way to make big money is to be a professional athlete. What's wrong with that?
Bush
South Pittsburg High School
South Pittsburg, TN

Dear Bush,
There is nothing wrong with being a professional athlete. However, your chances are slim. You have a better chance of going to medical school. Why don't you get an athletic scholarship and go to college. You can play ball and earn a degree at the same time. Go for your dreams - but use the college degree as an insurance policy.
The Editor

Dear Editor,
I am a high school senior, and I sneak and smoke marijuana occasionally on the weekend. Will marijuana smoking keep me from getting a job?
Bob
Any High School
Anywhere, TN

Dear Bob,
I'm sure you realize that possession of marijuana is illegal. I would recommend that you try to stop smoking marijuana, not only because it is breaking the law but it can generate health problems. In addition, some employers are now administering drug tests to new employees. Also, smoking marijuana might have some effect on how you will perform your job if you are lucky enough to find employment.
The Editor

We want you...will you be ready for us?

"The Department of Employment Security is in the business of matching people to jobs. Employers tell us that they want to hire individuals with good basic reading and writing skills. A good education opens the door to good jobs."
Rayburn A. Traughber
Commissioner of Employment Security
Nashville, TN

"The future work force needs highly educated persons as leaders in business and industry and especially in the field of education. By the year 2000 our country will face a shortage not only in personnel with college education, but also in the number of professors who teach."
Margaret N. Perry, Ph.D.
Chancellor, U.T. Martin
Martin, TN

"The year 2000 will expose you to an even more competitive global society. A strong business background is a must for securing a decision-making position in high finance."
Lamar J. Partridge
President,
Valley Capital Corp.
Chattanooga, TN

"My advice to current dropouts: contact your local community college. Enroll in a G.E.D. program, a vocational training program, or JTPA program. Employed or unemployable, the decision is yours."
Jim G. Higbee
V.P./Plant Manager
MTBX, Inc.

"The jobs of tomorrow will continue to be more challenging due to technological advances. A high school diploma is essential, and students should have good basic skills. Young people need to obtain as much skill training as possible to be competitive and to get the good jobs."
Jimmy White
Commissioner of Labor
Nashville, TN

"Women, minorities, and immigrants, people who have generally been under-educated and disadvantaged, will be 80 percent of all new workers in the 1990s. Since there are fewer youth to fill new and changing jobs, workers must be encouraged to retrain and retrain again if we are to meet the challenges of the 21st century."
Jim Cooper
Tennessee Representative
U.S. Congress

"Students will need to be proficient in medical technology and have the ability to communicate effectively, both in writing and orally. Not only should they be trained with applied skills, but also with social skills and positive attitudes. They must be dependable, reliable, honest, trustworthy, and committed."
Carolyn G. Jones, RRA
Pres.,
C.J. Health Res. Consult.
Chattanooga, TN

ACKNOWLEDGMENTS

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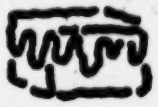
What's HOT

- Aircraft pilots
- Guards and watch guards
- Computer programmers and aides
- Registered nurses
- Waiters and waitresses
- Combination food preparation, service workers
- Computer systems analysts, EDP
- Medical assistants
- Reservation and transportation ticket agents
- Food service and lodging managers

"The experts predict that people with these job skills will be needed. You'll find lots of job openings in these areas in the years to come."

What's NOT

- Shoe and leather workers
- Textile machinery mechanics
- Textile machine setters/operators
- Furnace, kiln, oven kettle operators
- Stenographers
- Shoe sewing machine operators
- Railroad brake, signal, and switch operators
- Telephone station installer/repairers
- Chemical equipment controller/operators



"Forget it, folks. If you're interested in these areas for your career, you're going to find fewer job opportunities as the years go by."

More information regarding occupational projections is available from the Tennessee Department of Employment Security, (615) 741-3639 or 741-8481.

In The Good Ole Summertime...Or Any Other Time

LOOK TO JTPA FOR A JOB

The Summer Youth Employment and Training Program (SYETP) is a federal, state, and local effort supported by funds from Title II-B of the Job Training Partnership Act (JTPA). The program is administered through 14 local Service Delivery Areas (SDA) throughout the state.

The purpose of SYETP is to provide qualified youth between the ages of 14 and 21 with realistic work experience. These jobs are designed to aid in the development of good work habits, behaviors, and skills required for entry-level employment upon completing school. These youth can earn and learn while contributing to their home communities. The program's goal is to teach youth the importance of "an honest day's work for an honest day's pay."

Youth may also be provided with appropriate classroom training designed to teach the skills required to seek and keep a job. This training often includes basic skills, life skills, and computer literacy. Basic job skills in occupations such as clerical and maintenance may also be included.

Normally, youth enrolled for the 6-8 week summer program are paid the minimum wage, currently $3.35 an hour, for work and training between 30-40 hours per week. Some youth may have the opportunity to attend a residential camp located on the campus of a state university or community college. Many SDAs offer extra enrichment activities such as field trips, picnics, and having outside speakers meet with youth to discuss their future in the job market.

The best thing about the SYETP is that it assists youth to remain in school, have a job for the summer, learn necessary skills, earn money, and make a positive contribution to their community.

For additional information concerning SYETP or other JTPA programs in your area, contact the Tennessee Department of Labor at this Toll-free number: 1-800-255-JTPA.

QUIZ ON CAREERS

How much do you know about career planning? Take this test to determine your knowledge. The answers — which appear elsewhere in the career guide — may surprise you.

Circle the correct answer.

T F 1. Most people have the ability to do well in any job if they set their minds to it.

T F 2. Except for the income it provides, your job has little influence on your way of life.

T F 3. There is only one right job for you in terms of your abilities.

T F 4. The typical worker will work in several different occupations during his or her lifetime.

T F 5. Apprentices are paid while they learn.

T F 6. More than two-thirds of all existing jobs do not require a college degree.

T F 7. Programs at a two-year community college are limited to students who want to transfer to a four-year college.

T F 8. Working in an occupation is the only way you can learn if you like it.

T F 9. Generally, the earlier you choose your life's work the better.

T F 10. Fast-growth industries automatically bring high-paying jobs.

T F 11. Most jobs in high tech electronics and computer companies require an electrical engineering background.

T F 12. Most people find their jobs through newspaper ads.

T F 13. Mailing resumes is the best way to contact a large number of employers.

T F 14. The job interview is not the most important part of job hunting.

T F 15. Generally speaking, the more education you have, the more likely you will find a job.

T F 16. The best way to get a job is to wait until the right opportunity comes along.

17. What is the best way to begin career planning?
   A. Decide what you think is most important in life.
   B. Look at what is available on the job market.
   C. Take tests to find out what you should do.

18. If you are interested in so many occupations you cannot make up your mind, you should first:
   A. Try out as many jobs as you like.
   B. Try one and if you like it, stick with it.
   C. Find out more about what each occupation is like.

19. You have been accepted by two colleges. One costs more than the other. You can't make a choice. The first thing you do is:
   A. Make a list of what you expect to get out of college and compare the colleges that way.
   B. Choose the more expensive one and write to the financial aid office for more information.
   C. Choose the least expensive one.

20. Which will probably best describe the job opportunities ten years from now?
   A. Most jobs will require four or more years of college.
   B. There will be a greater number of jobs for unskilled workers.
   C. There will be a greater number of jobs for those with technical skills acquired beyond high school.

IMPORTANT ANSWERS ON P. 8

Here's every accredited institute of higher learning in Tennessee listed in alphabetical order within categories.*

□ - PRIVATE
• - PUBLIC

□ **AMERICAN BAPTIST COLLEGE**
Admissions and Records
1800 White Creek Pike, Nashville, TN 37207
(615) 262-1369

• **AUSTIN PEAY STATE UNIVERSITY**
Admissions and Records
601 College Street, Clarksville, TN 37044
(615) 648-7011

□ **BELMONT COLLEGE**
Admissions and Records
Belmont Boulevard, Nashville, TN 37212
(615) 383-7001

□ **BETHEL COLLEGE**
Admissions and Records
Cherry Street, McKenzie, TN 38201
(901) 352-5321

□ **BIBLE COLLEGE**
Admissions and Records
P.O. Box 757
Bristol, TN 37621
(615) 968-1442

□ **BRYAN COLLEGE**
Admissions and Records
Bryan Hill, Dayton, TN 37321
(615) 775-2041

□ **CARSON-NEWMAN COLLEGE**
Admissions and Records
South Russell Avenue, Jefferson City, TN 37760
(615) 475-9061

□ **CHRISTIAN BROTHERS COLLEGE**
Admissions and Records
650 East Parkway South, Memphis, TN 38104
(901) 722-0505
1-800-888-7576

□ **CREIGHTON COLLEGE**
Admissions and Records
3486 Union Avenue, Memphis, TN 38182-0144
(901) 458-7525

□ **CUMBERLAND UNIVERSITY**
Admissions and Records
Lebanon, TN 37087
(615) 444-2562

□ **DAVID LIPSCOMB UNIVERSITY**
Admissions and Records
3901 Granny White Pike, Nashville, TN 37203
(615) 269-1776
1-800-333-4358

• **EAST TENNESSEE STATE UNIVERSITY**
Admissions and Records
Johnson City, TN 37614-0002
(615) 929-4112

□ **EMMANUEL SCHOOL OF RELIGION**
Admissions and Records
Route 6, Box 500, Johnson City, TN 37601
(615) 926-1186

□ **FISK UNIVERSITY**
Admissions and Records
1034 17th Avenue North, Nashville, TN 37203
(615) 329-8500

□ **FREED-HARDEMAN COLLEGE**
Admissions and Records
158 East Main Street, Henderson, TN 38340
(901) 989-6000

□ **FREE-WILL BAPTIST BIBLE COLLEGE**
Admissions and Records
3606 West End Avenue, Nashville, TN 37205
(615) 383-1340

□ **JOHN A. GUPTON COLLEGE**
Admissions and Records
2507 West End Avenue, Nashville, TN 37203
(615) 327-3927

□ **JOHNSON BIBLE COLLEGE**
Admissions and Records
Knoxville, TN 37998
(615) 573-4517

□ **KING COLLEGE**
Admissions and Records
Knoxville, TN 37998
(615) 573-4517

□ **KNOXVILLE COLLEGE**
Admissions and Records
901 College Street, Knoxville, TN 37921
(615) 524-6511

□ **LAMBUTH COLLEGE**
Admissions and Records
Lambuth Boulevard, Jackson, TN 38301
(901) 425-3232

□ **LANE COLLEGE**
Admissions and Records
545 Lane Avenue, Jackson, TN 38301
(901) 424-4600

□ **LEE COLLEGE**
Admissions and Records
N. Ocoee Street, Cleveland, TN 37311
(615) 472-2111

□ **LEMOYNE-OWEN COLLEGE**
Admissions and Records
807 Walker Avenue, Memphis, TN 38126
(901) 774-9090

□ **LINCOLN MEMORIAL UNIVERSITY**
Admissions and Records
Harrogate, TN 37752
(615) 869-3611

□ **MARYVILLE COLLEGE**
Admissions and Records
Maryville, TN 37801
(615) 982-6412

□ **MEHARRY MEDICAL COLLEGE**
Admissions and Records
1005 D.B. Todd Blvd., Nashville, TN 37208
(615) 327-6111

□ **MEMPHIS COLLEGE OF ARTS**
Admissions and Records
Overton Park, Memphis, TN 38112
(901) 726-4085

• **MEMPHIS STATE UNIVERSITY**
Admissions and Records
Memphis, TN 38152
(901) 678-2101

□ **MID-AMERICA BAPTIST THEOLOGICAL**
Admissions and Records
1255 Poplar Avenue
Memphis, TN 38104
(901) 726-9171

• **MIDDLE TENNESSEE STATE UNIVERSITY**
Admissions and Records
Murfreesboro, TN 37132
(615) 898-2300

□ **MILLIGAN COLLEGE**
Admissions and Records
Box 250
Milligan College, TN, 37682
(615) 929-0116

• **QUILLEN-DISHNER COLLEGE OF MEDICINE**
Admissions and Records
East Tennessee State University
Box 19900A, Johnson City, TN 37614
(615) 929-6221

□ **RHODES COLLEGE**
Admissions and Records
1000 N. Parkway, Memphis, TN 38112
(901) 726-3700

□ **SOUTHERN COLLEGE OF OPTOMETRY**
Admissions and Records
1245 Madison Avenue, Memphis, TN 38104
(901) 725-0180

□ **SOUTHERN COLLEGE OF SEVENTH-DAY ADVENTISTS**
Admissions and Records
Box 370, Collegedale, TN 37315
(615) 238-2111

• **TENNESSEE STATE UNIVERSITY**
Admissions and Records
3500 John A. Merritt Blvd., Nashville, TN 37203
(615) 320-3214

• **TENNESSEE TECHNOLOGICAL UNIVERSITY**
Admissions and Records
Box 5007, Cookeville, TN 38505
(615) 528-3101

□ **TENNESSEE TEMPLE**
Admissions and Records
1815 Union Avenue, Chattanooga, TN 37404
(615) 493-4100

□ **TENNESSEE WESLEYAN COLLEGE**
Admissions and Records
P.O. Box 40, Athens, TN 37303
(615) 745-7504

□ **TREVECCA NAZARENE COLLEGE**
Admissions and Records
333 Murfreesboro Road, Nashville, TN 37203
(615) 248-1200

□ **TUSCULUM COLLEGE**
Admissions and Records
Greeneville, TN 37743
(615) 636-1111

□ **UNION UNIVERSITY**
Admissions and Records
Highway 45 By-Pass, Jackson, TN 38305
(901) 668-1818

□ **UNIVERSITY OF THE SOUTH**
Admissions and Records
Sewanee, TN 37375
(615) 598-5931

• **UNIVERSITY OF TENNESSEE, CHATTANOOGA**
Admissions and Records
615 McCallie Avenue, Chattanooga, TN 37402
(615) 755-4111

• **UNIVERSITY OF TENNESSEE, KNOXVILLE**
Admissions and Records
Knoxville, TN 37996
(615) 974-1000

• **UNIVERSITY OF TENNESSEE AT MARTIN**
Admissions and Records
Martin, TN 38238
(901) 587-7000

• **UNIVERSITY OF TENNESSEE CENTER FOR THE HEALTH SCIENCES**
Admissions and Records
800 Madison Avenue, Memphis, TN 38163
(901) 528-5500

• **UNIVERSITY OF TENNESSEE SPACE INSTITUTE**
Admissions and Records
Tullahoma, TN 37388
(615) 455-0631

□ **VANDERBILT UNIVERSITY**
Admissions and Records
119 Kirkland Hall, Nashville, TN 37240
(615) 322-7311

*Accredited by Southern Association of Colleges and Schools.

THE BIG LIST

Public Community Colleges:

CHATTANOOGA STATE TECH. COMM. COLLEGE
Admissions and Records
4501 Amnicola Highway
Chattanooga, TN 37406
(615) 697-4400

CLEVELAND STATE COMMUNITY COLLEGE
Admissions and Records
P.O. Box 3570
Cleveland, TN 37320-3570
(615) 472-7141

COLUMBIA STATE COMMUNITY COLLEGE
Admissions and Records
P.O. Box 1315
Columbia, TN 38401
(615) 388-0120

DYERSBURG STATE COMMUNITY COLLEGE
Admissions and Records
P.O. Box 648
Dyersburg, TN 38024
(901) 286-3910

JACKSON STATE COMMUNITY COLLEGE
Admissions and Records
2046 North Parkway
Jackson, TN 38301-3797
(901) 424-3520

MOTLOW STATE COMMUNITY COLLEGE
Admissions and Records
Tullahoma, TN 37388
(615) 455-8511

ROANE STATE COMMUNITY COLLEGE
Admissions and Records
Patton Lane
Harriman, TN 37748
(615) 354-3000

SHELBY STATE COMMUNITY COLLEGE
Admissions and Records
P.O. Box 40568
Memphis, TN 38174-0568
(901) 528-6900

VOLUNTEER STATE COMMUNITY COLLEGE
Admissions and Records
Nashville Pike
Gallatin, TN 37066
(615) 452-8600

WALTERS STATE COMMUNITY COLLEGE
Admissions and Records
Nashville Pike
500 South Davy Crockett Parkway
Morristown, TN 37814-6899
(615) 581-2121

Private Community Colleges:

AQUINAS JUNIOR COLLEGE
Admissions and Records
4120 Harding Road
Nashville, TN 37205
(615) 297-7545

HIWASSEE COLLEGE
Admissions and Records
Madisonville, TN 37354
(615) 442-2091

MARTIN METHODIST COLLEGE
Admissions and Records
433 West Madison Street
Pulaski, TN 38478
(615) 363-7456

MORRISTOWN COLLEGE
Admissions and Records
417 N. James Street
Morristown, TN 37814
(615) 586-5282

TOMLINSON COLLEGE
Admissions and Records
P.O. Box 3030
Cleveland, TN 37320-3030
(615) 476-3271

Public Technical Institutes:

NASHVILLE STATE TECHNICAL INSTITUTE
Admissions and Records
120 White Bridge Road
Nashville, TN 37209
(615) 366-1294

TRI-CITIES STATE TECHNICAL INSTITUTE
Admissions and Records
P.O. Box 246
Blountville, TN 37617
(615) 323-0191

STATE TECHNICAL INSTITUTE AT MEMPHIS
Admissions and Records
5983 Macon Cove
Memphis, TN 38134
(901) 377-4111

Area Vocational-Technical Schools:

ATHENS AVTS
Admissions and Records
P.O. Box 848
Athens, TN 37303
(615) 745-8940

CHATTANOOGA AVTS
Admissions and Records
4501 Amnicola Hwy.
Chattanooga, TN 37406
(615) 697-4455

COVINGTON AVTS
Admissions and Records
1500 Hwy. 51 South
Covington, TN 38019
(901) 475-8634

CROSSVILLE AVTS
Admissions and Records
715 Miller Avenue
P.O. Box 2969
Crossville, TN 38555
(615) 484-7502

DICKSON AVTS
Admissions and Records
Rt. 8, Box 420
Hwy. 46
Dickson, TN 37055
(615) 446-4710

ELIZABETHTON AVTS
Admissions and Records
1500 Arney Street
Elizabethton, TN 37643
(615) 542-4174

HARRIMAN AVTS
Admissions and Records
U.S. Hwy., 27 North
P.O. Box 1109
Harriman, TN 37748
(615) 882-5703

HARTSVILLE AVTS
Admissions and Records
Highway 25, East
Hartsville, TN 37074
(615) 374-2147

HOHENWALD AVTS
Admissions and Records
Route 1
Linden Highway
Hohenwald, TN 38462
(615) 796-5351

JACKSBORO AVTS
Admissions and Records
Route 1, Box 419
Jacksboro, TN 37757
(615) 562-8648

JACKSON AVTS
Admissions and Records
McKellar Field
Jackson, TN 38301
(901) 424-0691

KNOXVILLE AVTS
Admissions and Records
1100 Liberty Street, P.O. Box 19624
Knoxville, TN 37919
(615) 546-5567

LIVINGSTON AVTS
Admissions and Records
P.O. Box 459
Livingston, TN 38525
(615) 823-5325

McKENZIE AVTS
Admissions and Records
Highway 22, North
McKenzie, TN 38201
(901) 352-5364

McMINNVILLE AVTS
Admissions and Records
Highway 70 South
McMinnville, TN 37110
(615) 473-5587

MEMPHIS AVTS
Admissions and Records
620 Mosby Avenue
Memphis, TN 38106
(901) 527-8455

MORRISTOWN AVTS
Admissions and Records
P.O. Box 130
821 West Louise Avenue
Morristown, TN 37815-0130

MURFREESBORO AVTS
Admissions and Records
1303 Old Fort Parkway
Murfreesboro, TN 37130
(615) 893-4095

NASHVILLE AVTS
Admissions and Records
100 White Bridge Rd.
Nashville, TN 37209
(615) 741-1241

NEWBERN AVTS
Admissions and Records
Highway 51 North
Newbern, TN 38059
(901) 627-2511

ONEIDA AVTS
Admissions and Records
120 Ell Lane
Route 3, Box 37-S
Oneida, TN 37841
(615) 569-8338

PARIS AVTS
Admissions and Records
312 South Wilson Street
Paris, TN 38242
(901) 642-7552

PULASKI AVTS
Admissions and Records
1233 East College Street
Pulaski, TN 38478
(615) 363-1588

RIPLEY AVTS
Admissions and Records
South Industrial Park
Ripley, TN 38063
(901) 635-3368

SAVANNAH AVTS
Admissions and Records
Highway 64, West, P.O. Box 89
Crump, TN 38327
(901) 632-3303

SHELBYVILLE AVTS
Admissions and Records
1405 Madison Street
Shelbyville, TN 37160
(615) 684-1828

WHITEVILLE AVTS
Admissions and Records
P.O. Box 489
Whiteville, TN 38075
(901) 254-8521

Keep Going Keep Growing For College!

9th graders. . .Take the challenge

- Sign up for algebra, an English class where you study literature by well-known authors and do your own writing, a science class where you can conduct experiments, a class where you can actually speak in a foreign language, a music class where you listen to and discuss the works of great composers. Take classes that help you keep growing and that lead to other challenging classes. Avoid dead ends.
- Think about your talents and special interests — music, politics, writing, acting — and join an activity or club. Have fun and develop your talents.
- Get involved in your classes. Ask questions. Speak up. Discuss. Study!

10th graders. . .Keep going. . .Keep growing

- Stay on track. The classes you take may seem tough, but you can handle them. Get help if you need it.
- Study and keep studying! If you have a setback, don't let it get to you. Setbacks are natural. You have what it takes to put them behind you.
- Keep doing those things you enjoy and try something new. How about the school newspaper? Volunteering for community service? Dance? Photography? Gymnastics?
- Find out about taking tests such as the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test). Ask your guidance counselor about test dates.
- At the end of the year, think about your goal. Remind yourself and your guidance counselor that you are building your bridge to college.

11th graders. . .it's up to you. . .You decide

- Think about the choices that will keep you headed toward college. Take classes to learn more about subjects that interest you. Think about subjects you need more work in, and strengthen your weak spots.
- Meet with your guidance counselor to discuss the classes you're taking and your college plans.
- Find out about college admission tests such as the SAT (Scholastic Aptitude Test) or the Achievement Tests. Ask your guidance counselor what to take and when.
- Talk with your parents about paying for college; start learning about financial aid.
- Visit a college you might like to attend or write to some colleges for information. Ask questions, talk it over with your parents and your guidance counselor. Colleges are waiting to hear from you.

12th graders. . .You're almost there

- Don't stop now! Keep taking those challenging classes in math, English, and the other subjects. Hard work in your senior year can mean a smooth and successful college beginning.
- Work with your guidance counselor to find the right college for you.
- If you think you'll need help, apply for financial aid when you apply for admission.
- Earn money for college and develop your skills by working part time and in the summer.
- Most of all, whatever you do, don't stop dreaming, learning, going, and growing.

ANSWERS TO CAREER QUIZ

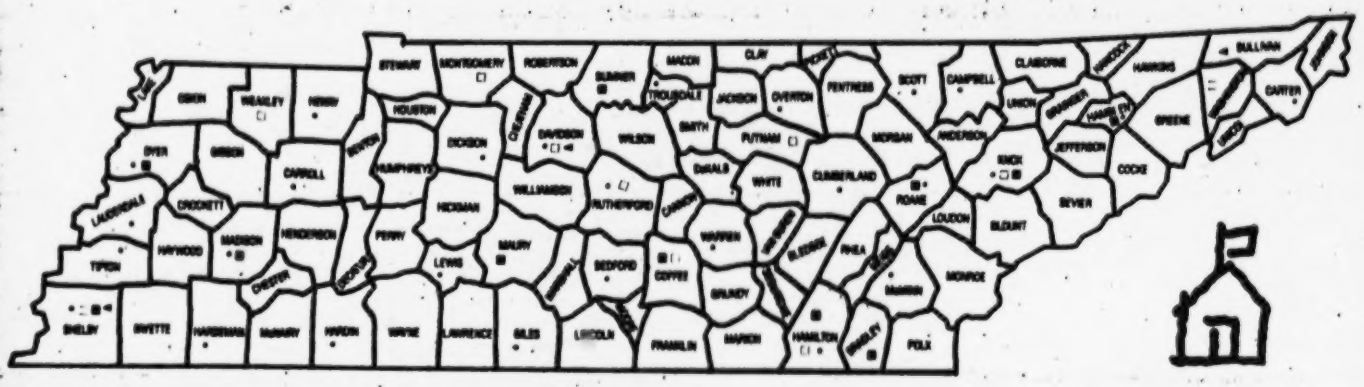
(QUESTIONS ON PAGE 5)

1. **FALSE** — Many jobs demand a mastery of specific skills. Obviously this stops a large number of people who may never be able to learn skills necessary for success in a specific job.
2. **FALSE** — People's jobs may influence where they live, with whom they associate, and what they do for recreation.
3. **FALSE** — Your abilities may qualify you for several jobs which may or may not be similar. In addition, it is more the rule than the exception that your interests will change during your life, resulting in different preferences in work.
4. **TRUE** — Not only do people change jobs in which they perform basically the same thing for a different employer, but more frequently people change jobs in which they perform different functions for the same or different employers.
5. **TRUE** — Apprentices are paid a percentage of current journeymen's wages, making this a type of training which pays you, instead of the more typical instance where you pay for training.
6. **TRUE** — The employment trend to 1990 shows that less than one-third of all job openings require college training, despite the popular belief that you need a college education these days. You should consider your goals very carefully before undertaking a venture as long and as expensive as college.
7. **FALSE** — Community colleges also emphasize skill training for immediate employability. About 80 percent of community college students are enrolled in vocational preparation or supplementary courses.
8. **FALSE** — There are a number of ways to determine whether you would like a particular occupation: reading, talking with persons in the field, and actual hands-on experience.
9. **FALSE** — Establishing a fixed pattern may not account for future opportunities and interests. Becoming too rigid may amount to vocational death or stagnation.
10. **FALSE** — A fast-growth industry may be growing fast because wages are lower in that geographical area. A great number of job openings may reflect low pay, bad working conditions, hours, erratic or seasonal work, or with no room for advancement. Check out all the facets of a career by finding out if the working conditions fit your lifestyle, and think about what you would like to be doing in five or ten years.
11. **FALSE** — A large portion of jobs in these firms are technical positions, but typically between 11 and 15 percent are clerical positions and only 20 to 45 percent are jobs which require machine operation or assembly skills.
12. **FALSE** — Most jobs are filled by walk-in applicants who hear about an opening by word of mouth or by frequent follow-up visits and phone calls.
13. **FALSE** — Mailing resumes may be the easiest but not the most successful method of obtaining a job. Most employers and successful job seekers feel direct contact by phone or in person is the best method for a first contact.
14. **FALSE** — In fact, the one-on-one job interview is often the determining factor in securing a job. You can really sell yourself in a job interview if you have prepared for the interview. You can also ruin your chances, even if you have all the right credentials, by giving a bad impression. Preparation for the job interview is a must.
15. **TRUE** — Education does not guarantee employment, but the unemployment rate for college graduates is lower than it is for high school graduates, and lower for high school graduates than for those who have not graduated.
16. **FALSE** — Often, getting a part-time job that is not your preferred job will give you a chance to get your foot in the door. You may later be able to change jobs within your company and move up to a job that better meets your career goals.
17. **(A)** — Determining your desires should be the starting point. The other steps mentioned will add direction to this.
18. **(C)** — Good decision making is based on a broad range of knowledge. While gaining practical experience by actually doing a job is desirable, it is not always possible or practical. When you have many interests, reading can provide much of the information you will need to narrow your choices.
19. **(A)** — No two colleges are exactly alike; some will meet your needs better than others. An across-the-board comparison of curricula, composition of student body, faculty and living conditions will provide the base for a more satisfactory decision.
20. **(C)** — The skill requirements for jobs are rising each year due to advancing technology. While there will be numerical growth in more occupational categories, the proportion of people in them will change quite a bit. The greatest growth in proportion will occur in professional and technical occupations. Put another way, your chances of success are far better if you have a needed vocational skill, but this does not necessarily mean going to college.

school àb·bre·vi·a·tions

SYMBOL	SCHOOL
APSU	Austin Peay State University
Aquinas	Aquinas Junior College
Athens AVTS	Athens Area Vocational School
Belmont	Belmont College
Bethel	Bethel College
Bristol	Bristol College
Bryan	Bryan College
Car-New	Carson-Newman College
CBC	Christian Brothers College
Chattanooga AVTS	Chattanooga Area Vocational School
CLSCC	Cleveland State Community College
COSCC	Columbia State Community College
Covington AVTS	Covington Area Vocational School
Crossville AVTS	Crossville Area Vocational School
CSTCC	Chattanooga State Community College
Crich	Crichton College
Cumber	Cumberland University
Dickson AVTS	Dickson Area Vocational School
DLU	David Lipscomb University
DSCC	Dyersburg State Community College
Elizabethton AVTS	Elizabethton Area Vocational School
ETSU	East Tennessee State University
ETSU-Med	East Tennessee State University Medical
F-H	Freed-Hardeman College
Fisk	Fisk University
F-W BBC	Free-Will Baptist Bible College
Harriman AVTS	Harriman Area Vocational School
Hartsville AVTS	Hartsville Area Vocational School
Hiwassee	Hiwassee College
Hohenwald AVTS	Hohenwald Area Vocational School
Jacksboro AVTS	Jacksboro Area Vocational School
Jackson AVTS	Jackson Area Vocational School
JSCC	Jackson State Community College
King	King College
Knoxville AVTS	Knoxville Area Vocational School
Knoxvll	Knoxville College
Lambuth	Lambuth College
Lane	Lane College
Lee	Lee College
Lem-Own	LeMoyne-Owen College
Livingston AVTS	Livingston Area Vocational School
LMU	Lincoln Memorial University
Martin	Martin College
Maryvll	Maryville College
McKenzie AVTS	McKenzie Area Vocational School
McMinnville AVTS	McMinnville Area Vocational School
Meharry	Meharry Medical College
Memphis AVTS	Memphis Area Vocational School
Mem-CA	Memphis College of Arts
Milligan	Milligan College
Morristown AVTS	Morristown Area Vocational School
Morristown	Morristown College
MSCC	Motlow State Community College
MSU	Memphis State University
MTSU	Middle Tennessee State University
Murfreesboro AVTS	Murfreesboro Area Vocational School
Nashville AVTS	Nashville Area Vocational School
Newbern AVTS	Newbern Area Vocational School
NSTI	Nashville State Technical Institute
O'More	O'More School of Design
Oneida AVTS	Oneida Area Vocational School
Paris AVTS	Paris Area Vocational School
PSTCC	Pellissippi State Community College
Pulaski AVTS	Pulaski Area Vocational School
Rhodes	Rhodes College
Ripley AVTS	Ripley Area Vocational School
RSCC	Roane State Community College
Savannah AVTS	Savannah Area Vocational School
SCO	Southern College of Optometry
Shelbyville AVTS	Shelbyville Area Vocational School
SC7DA	Southern College of 7th Day Adventist
SSCC	Shelby State Community College
STIM	State Technical Institute at Memphis
TCSTI	Tri-Cities State Technical Institute
TN Tem	Tennessee Temple College
TN Wes	Tennessee Wesleyan College
Tomlinson	Tomlinson College
Treveca	Trevecca Nazarene College
TSU	Tennessee State University
TTU	Tennessee Technological University
Tusculum	Tusculum College
USouth	University of the South
Union	Union University
UTC	University of Tennessee, Chattanooga
UTK	University of Tennessee, Knoxville
UTM	University of Tennessee, Martin
UTMHSC	UT Memphis, Health Science Center
Vandy	Vanderbilt University
VSCC	Volunteer State Community College
Whiteville AVTS	Whiteville Area Vocational School
WSCC	Walters State Community College

THERE'S A SCHOOL NEAR YOU.



• AREA VOCATIONAL-TECHNICAL SCHOOLS

Athens
Chattanooga
Covington
Crossville
Dickson
Elizabethton
Harriman
Hartsville
Hohenwald
Jacksboro
Jackson
Knoxville
Livingston
McKenzie
McMinnville
Memphis
Morristown
Murfreesboro
Nashville
Newbern
Oneida
Paris
Pulaski
Ripley
Savannah
Shelbyville
Whiteville

□ STATE UNIVERSITIES

Austin Peay State University
East Tennessee State University
Memphis State University
Middle Tennessee State University
Tennessee State University
Tennessee Technological University
University of Tennessee, Knoxville
University of Tennessee, Chattanooga
University of Tennessee, Martin
University of Tennessee Space Institute, Tullahoma

■ COMMUNITY COLLEGES

Chattanooga
Cleveland
Columbia
Dyersburg
Jackson
Motlow (Tullahoma)
Pellissippi (Knoxville)
Roane (Harriman)
Shelby (Memphis)
Volunteer (Gallatin)
Walters (Morristown)

◄TECHNICAL INSTITUTES

Memphis
Nashville
Tri-Cities

CAREER

ART, DESIGN, AND COMMUNICATIONS

People who work in these fields should be creative and be able to express thoughts and emotions, to communicate ideas to others. Occupations that require these talents are the performing arts — actors, dancers, musicians, and singers; the design occupations — architects, commercial artists, designers, and photographers; and communications-related occupations — newspaper reporters, technical writers, and radio and TV announcers.

Those employed in the performing arts may work in the theater, TV, radio, or as teachers. Architectural and designing firms, builders, printing, and publishing firms employ people in the design occupations. Those in communications-related occupations work for newspapers, TV, radio, government,and private industry.

BUSINESS AND OFFICE

Workers in business and office occupations perform the many different jobs necessary to keep organizations running on a daily basis. These jobs range from bookkeeping, typing, and operating business machines to solving problems and devising ways to provide better service. Administrative assistants, bookkeepers, accountants, receptionists, and typists are a few examples of the many different occupations in this group. The largest occupations are secretaries and typists.

Business and office workers are employed by banks, insurance companies, department stores, government offices, and businesses and organizations of all types and sizes. Employment in this field is expected to increase more slowly than the average for all occupations through the mid-1990s, although job opportunities are especially favorable for secretaries, receptionists, and computer operators. Demand for these workers will be particularly strong in banks, insurance companies, manufacturing firms, and professional service organizations. Because of the great influx of computer technology into the office place, knowing how to use a computer is a definite plus in getting a job in the business and office field. Secretaries and typists rely heavily on word processors. Getting along with people is another quality that will help anyone aspiring to a business and office job.

CONSTRUCTION

Workers in the construction trades build, repair, and modernize homes and buildings. They also work on highways, airports, and military installations. Construction work may be divided into three categories: structural work (fabricating and erecting structural metals used in the construction of buildings, bridges, dams, etc.); finishing work on structures and buildings (including painting, trimming and decorating); and mechanical work (the actual earth breaking and hauling, paving of highways and parking lots, cement pouring, and mixing, etc.).

The largest trades are carpenter, painter, plumber, and electrician. Construction occupations make up 4.4 percent of the state's total employment.

Most jobs are with contractors in the construction industry. Other industries such as mining and manufacturing employ workers for maintenance and repair work. Government agencies employ workers to maintain highways, buildings, and sanitation systems.

Employment in the construction trades is expected to increase through the mid-1990s by 8.7 percent. Employment growth will differ among the various construction trades.

EDUCATION AND RELATED OCCUPATIONS

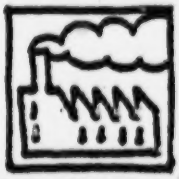
People who work in education and related occupations should have the desire to work with people and the ability to motivate students and to relate knowledge to them. They play an important role in the education of people of all ages. These occupations include librarian, teacher, school administrator, counselor, and teacher aide. Education and related occupations make up 6.9 percent of the state's total employment.

Positions for teachers may increase significantly due to changing demographics and statewide emphasis on improved education programs.

HEALTH

People who are employed in health occupations provide care for the sick and injured and help people maintain their health. This field offers a great variety of occupations from service oriented to technical and administrative positions. Besides doctors, nurses, and dentists, there are lab technicians, administrators, and aides. The largest occupation fields are registered nurses, nurses aides, and licensed practical nurses. Health related occupations make up 7.8 percent of the state's total employment.

Hospitals employ about half of all health workers. Others work in clinics, laboratories, pharmacies, nursing homes, mental health centers, and other public and private agencies. Because of the increase in aging population and the move away from hospital to home-based health care, we can expect to see more physician's assistants, nurses, and nurses aides/orderlies working out of the home setting. Employment in the health field is expected to grow much faster than average through the mid-1990s.



INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

Both skilled and semi-skilled workers are employed in industrial production. Most work in the mass production of goods. Workers in the machining and foundry occupations produce tools, dies, cores, and molds. Assemblers work to put together parts to make airplanes, computers, and many other products. Other workers not directly involved in production engage in supporting the production process. The largest occupations are assemblers, welders, and machinists.

Expected growth varies according to the individual occupation. However, overall employment in these occupations is expected to be slower than average.

As industrial worksites become highly automated and computerized, industrial workers need to be able to read, write, and do simple arithmetic. Changing technology also requires these workers to go through frequent retraining programs to help them master new production processes.

CLUSTERS

MECHANICS AND REPAIRERS

Mechanics and repairers keep mechanical equipment and machinery running and in good working order. They work as automobile, truck, or bus mechanics; automobile body repairers; appliance and industrial machine repairers; airplane mechanics; and television and radio service technicians. Other related occupations are maintenance electrician, telephone craftworker, and watch repairer.

Many mechanics and repairers work in manufacturing industries — most in plants that produce goods such as steel, automobiles, and aircraft. Others work in retail trade, mainly in firms that sell and service automobiles, appliances, farm implements, and other mechanical equipment. Some work in shops that service equipment for transportation, construction, and public utility industries. Computer service technicians and office machine repairers often work on customers' business sites, which can be a factory, office building, laboratory, etc. Mechanics and repairers make up 4.4 percent of the state's employment.

SALES

People employed in these occupations sell merchandise and services. In almost all sales work except retail trade, salesworkers take initiative to find prospective customers and to plan work schedules. Sales occupations include insurance sales, retail sales, real estate agents, and a variety of other jobs.

This type of work makes up 10.7 percent of the state's total employment. Workers in these jobs may sell for manufacturers, service firms, wholesalers, retailers, or run their own businesses. Employment in sales occupations is expected to experience growth faster than average for all occupations. Securities and financial services salesworkers and travel agents are expected to show much higher than average growth.

SCIENCE

Workers in science and technical occupations improve many areas of life by developing new products, working on environmental protection, and improving the country's defense capabilities. They work as engineers, scientists, statisticians, technicians, drafters, and surveyors.

Most engineers work in private industry, mainly in industries manufacturing machinery, electrical equipment and aircraft, and in firms providing engineering services. Scientists work in private industries or in colleges and universities teaching and doing research. Technicians and technical assistants work with scientists and engineers in industry, education, and governmental agencies. Opportunities in these occupations are often dependent upon an expanding economy.

SERVICE

Service occupations offer a variety of jobs ranging from fighting fires to cutting hair. The major groups of service occupations are food, cleaning, personal, private household, education, health, and protective and related services. Necessary training and skills differ greatly. Some need special vocational training. For others, personality traits and special abilities are most important. The ability to deal with people is a necessity.

All service occupations make up 26 percent of the state's total employment. A large group of service workers are employed in the food service occupations. Restaurants, hospitals, schools, government agencies, hotels, and many others employ service workers. Employment in these occupations is expected to grow at an above average rate through the mid 1990s. Most of the future employment is expected to be in health service and miscellaneous business service occupations.

SOCIAL SCIENCE

Occupations found in this cluster include social scientists such as anthropologists and sociologists who study human behavior, social workers who help people in various ways, religious workers, and lawyers.

People in this cluster are employed in government agencies, research and consulting firms, hospitals, law firms, business firms of all kinds, colleges and universities. Religious workers are employed in church settings as priests, pastors, ministers, rabbis, social workers, and counselors. The schools are another large employer of these helping occupations. Many social workers are also employed by voluntary organizations such as crisis counseling centers. Employment in this area should be around the state average, but competition may be keen for the available positions. Social science occupations make up 0.8 percent of the state's employment.

TRANSPORTATION

Transportation industries offer many career opportunities. Workers provide transportation by flying aircraft; operating trains and ships; and driving buses, trucks, and taxicabs. The largest occupation is truck driver. Transportation occupations make up 3.8 percent of the state's total employment.

Most workers are employed by trucking companies, airlines, railroads, and public and private transit systems. Growth in employment will vary among the different kinds of transportation. Jobs in air and highway transportation will increase while there will be fewer jobs in the railroad industry. Most openings in driving occupations will result from the need to replace drivers who quit or retire. Employment of truck drivers and bus drivers will grow as more freight is moved by truck and as cities expand their mass transportation systems.

HOW TO USE THE OCCUPATIONAL INFORMATION TABLE

THE OCCUPATIONAL INFORMATION TABLE on pages 13 through 27 lists occupations in Tennessee. The occupations are organized into 12 major groups so that you can look at and compare similar occupations.

Read the explanations of the table headings given here before you read the table. Then if you have any questions when using the table, you can turn to this page for an explanation.

OCCUPATIONAL DESCRIPTION — Includes definition and major duties of that occupation.

SUGGESTED COURSE OF STUDY — Lists the training program that is either required or recommended for entry into the occupation or for advancement.

TRAINING SITES IN TENNESSEE — Lists Tennessee schools which offer the suggested course of study. These school names have been abbreviated. See the School abbreviations on page 9.

If JTPA programs are the only training then 'JTPA' is listed. If this column is blank, only on the job training (OJT) is available.

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
WORD PROCESSING MACHINE OPERATORS —Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.	275 openings $850-$1,625/Month	HS CC OJT	Data Processing	

EMPLOYMENT OUTLOOK AND APPROXIMATE PAY IN TENNESSEE —The number of yearly job openings is based on growth and replacement needs. This means that a large stable occupation may have more job openings than a small rapidly growing one. The pay figures represent the range or average monthly pay of the majority of persons working in the occupation at various levels of training and experience in Tennessee.

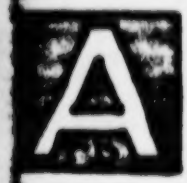
The projections used here reflect the demand by private industry and government for non-agricultural workers. The information does not include self-employed workers or openings created by workers changing from one job to another within the labor force. These projections are supplied by the Research & Statistics Division of the Department of Employment Security.

SUGGESTED EDUCATION OR TRAINING —Gives the level of education or type of training that may be required for a starting position or for advancement in the occupation.

Key:

- OJT - On-The-Job Training
- HS - High School or equivalent
- VOC - Vocational Training
- CC - Community College
- COL - College or University
- GRAD - Graduate or Professional School
- APP - Apprenticeship
- LIC - License

READ ON



ART, DESIGN, AND COMMUNICATIONS

You may consider a career as— Designer, excluding Interior Design ☐ Interior Designer/Decorator ☐ Musician, Instrumental ☐ Photographer ☐ Public Relations Specialist ☐ Radio and Television Announcer ☐ Reporter and Correspondent ☐ Technical Writer

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
DESIGNERS, EXC. INTERIOR DESIGN—Combine technical knowledge with artistic talent to improve the form and design of products and their packaging and trademarks.	110 openings/year $1,199/month	OJT HS VOC COL APP	General Design Graphic Design Illustration Design	BA: UTK, O'More
INTERIOR DESIGNERS & DECORATORS—Work to make homes, public buildings, and play areas more beautiful through the planning and selection of color, paint, wallpaper, fabrics, upholstery and furniture style. Because of the importance of making a good impression on customers and clients, a number of interior designers are employed by office building management firms.	45 openings/year $1,375-$1,575/month	VOC CC COL GRAD	Interior Design General Design Art History and Appreciation Decorative Design	BA: MTSU, UTK, Lambuth, O'More, MSU GRAD: Mem-CA
MUSICIANS, INSTRUMENTAL—Musicians sing or play musical instruments, performing alone, in a group, or as a member of a band or orchestra. Many give private lessons.	55 openings/year $206-$1,400/month	OJT HS CC COL GRAD	Music, General Music, Performance	ASSOC: Hiwassa, Martin, Tomlin BA: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, UTM, Belmont, Bryan, Fisk, Knoxvil, Lambuth, Lane, Lee, Maryvil, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Trevec, USouth, Vandy GRAD: APSU, MSU, MTSU, UTC, UTK
PHOTOGRAPHERS—Use cameras to visually record ideas and events. They should have an understanding of camera operation, lighting, composition, darkroom procedures, and special characteristics of films and papers.	40 openings/year $871-$1,433/month	OJT VOC CC COL APP	Photography Photographic Technology	BA: Car-New CERT: NSTI
PUBLIC RELATIONS SPECIALISTS—Aid their firms or clients in building and maintaining favorable images.	105 openings/year Wages not available	COL GRAD	Public Relations Advertising	BA: UTK, SC7DA
RADIO & TELEVISION ANNOUNCERS—Present commercials, newscasts, and other information for radio and TV. Besides the actual broadcast, announcers spend considerable time going over material prior to the broadcast.	15 openings/year $1,375-$2,062/month	OJT HS VOC CC	Radio/Television News Broadcasting Radio/ Television, General Technology	BA: UTK, Belmont, TN Tem ASSOC: Trevec
REPORTERS AND CORRESPONDENTS—Gather information on newsworthy events and issues and write stories for publication or presentation in the news and broadcasting media.	85 openings/year $997-$1,883/month	CC COL GRAD	Journalism (Mass Communications)	ASSOC: Hiwassa, Martin BA: MSU, TTU, UTK, Belmont, SC7DA, Trevec, Union GRAD: MSU
TECHNICAL WRITERS—Write scientific and technical information in clear and easily understandable terms. They specialize in one or more subject areas and prepare manuals, catalogs, proposals, and instructional materials.	5 openings/year $1,375-$1,655/month	HS CC COL GRAD	Technical & Business Writing English Written Communication	BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, Cumber, DLU, F-H, F-W BBC, Fisk, King, Knoxvil, Lambuth, Lane, Lee, Lem-Own, LMU, Maryvil, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Trevec, Union, USouth, Vandy GRAD: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Vandy

BUSINESS AND OFFICE

You may consider a career as—Accountant/Auditor ☐ Bank Teller ☐ Billing and Account Clerk ☐ Bookkeeping/Accounting Clerk ☐ Computer Operator ☐ Financial Manager ☐ General Manager and Top Executive ☐ General Office Clerk ☐ Hotel Desk Clerk ☐ Legal Secretary ☐ Medical Secretary ☐ Marketing/Advertising/Public Relations Manager ☐ Personnel Clerk ☐ Purchasing Agent & Buyer ☐ Receptionist ☐ Secretary Switchboard Operator ☐ Traffic, Shipping and Receiving Clerk ☐ Typist, Word Processor Operator

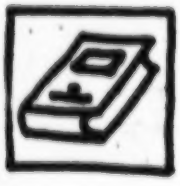
OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ACCOUNTANTS AND AUDITORS—Prepare and analyze business and governmental records and financial reports which are needed for effective management. These reports also provide information to investors, creditors, and government agencies.	990 openings/year $1,950/month	COL GRAD	Accounting	ASSOC: SC7DA BA: ETSU, MSU, MTSU, TSU, TTU, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, DLU, F-H, Fisk, Lambuth, Lane, Lee, Lem-Own, LMU, Milligan, SC7DA, TN Wes, Trevecca, Union GRAD: ETSU, MSU, UTK, UTM
BANK TELLERS—Receive and pay out money, keep records of customer's transactions, cash checks, and perform other banking duties.	235 openings/year $963/month	OJT HS VOC	Teller Banking & Related Financial Programs, Gen.	CERT: CLSCC, PSTCC ASSOC: STIM, PSTCC
BILLING AND ACCOUNT CLERKS—Record day-to-day business transactions and maintain systematic up-to-date records of financial affairs.	185 openings/year $729-$1,242/month	OJT HS VOC CC	Credit Collection Clerk	
BOOKKEEPING & ACCOUNTING CLERKS—Keep the daily financial records of a business or company. They also calculate employee wages and may prepare tax reports. Audit clerks verify financial transactions inside and outside the company.	1,800 openings/year $1,213/month	OJT HS VOC CC	Accounting, Bookkeeping & Related Programs Bookkeeping	CERT: CLSCC, COSCC, CSTCC, TCSTI ASSOC: COSCC, CSTCC, STIM, TCSTI
COMPUTER OPERATORS—(sometimes referred to as Peripheral EDP Operators) Monitor and control electronic data processing machines and related devices such as printers and disk drives. May assist other computer specialists in testing computer programs.	195 openings/year $1,300/month	OJT HS VOC CC	Computer & Info Sciences, General	ASSOC: Trevecca BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, CBC, Car-New, DLU, F-H, Fisk, Lambuth, Lane, Lee, Milligan, TN Tem, TN Wes, Trevecca, Union, Vandy GRAD: ETSU, MTSU, UTC, UTK, Vandy
FINANCIAL MANAGERS—These persons direct the monetary affairs of a company. They analyze current spending trends and establish major economic objectives. Financial managers may be found in both the public and private sector of the economy. In large business firms they may also be called controllers or company treasurers.	845 openings/year $1,813-$2,936/month		Banking Marketing Securities & Commodities Marketing Finance	
GENERAL MANAGERS AND TOP EXECUTIVES—Develop and administer policies to increase profits and make their organizations run smoothly.	3,130 openings/year Wages Not Available	HS CC COL GRAD	Organizational Behavior Institutional Management	
GENERAL OFFICE CLERKS—Are assigned clerical duties in accordance with the office procedures of individual establishments. Duties may include a combination of bookkeeping, typing, stenography, and office machine operation.	1,795 openings/year $729-$896/month	OJT HS VOC CC	General Office Clerk	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethon AVTS, Harriman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, McKenzie AVTS, McMinnville AVTS, Morristown AVTS, Murfreesboro AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Ripley AVTS, Savannah AVTS, Shelbyville AVTS, Whiteville AVTS

HOTEL DESK CLERKS—Greet and register guests, reserve and rent rooms, issue keys, sort mail, and provide information about hotel services.	120 openings/year $780/month	HS VOC CC	Hotel/Motel Management	ASSOC: STIM BA: Knoxvl, UTK, Belmont
LEGAL SECRETARIES—Perform a variety of clerical duties in the preparation of legal papers and correspondence.	90 openings/year $911-$1,108/month	OJT HS VOC CC	Legal Secretarial Secretarial Related Programs, General	ASSOC: Hiwasse, LMU BA: ETSU, MTSU, TSU, UTM, Belmont, DLU, F-H, Milligan, SC7DA, Trevec
MARKETING, ADVER., PUBLIC REL. MGRS.—Persons in this occupation help businesses, governments, universities, and other organizations build and maintain a positive public reputation. Marketing, advertising, public relations managers put together information that keeps the public aware of their organization's policies, activities, and accomplishments and keeps management aware of public attitudes. After preparing the information, they may contact people in the media who might be interested in printing, televising, or broadcasting their material.	275 openings/year Wages Not Available	OJT CC COL GRAD	Marketing Management Public Relations Advertising Communications Research	ASSOC: Aquinas BA: ETSU, MSU, MTSU, TTU, UTK, UTM, Belmont, CBC, DLU, F-H, Flak, Lambuth, LMU, Union MA: MSU
MEDICAL SECRETARIES—Perform clerical and administrative duties in a medical office.	170 openings/year $911-$1,108/month	OJT HS VOC CC COL	Medical Secretarial Secretarial & Related Programs, General	CERT: RSCC ASSOC: Hiwasse, Trevec
PURCHASING AGENTS & BUYERS—Buy machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of an individual establishment, public utility, or governmental unit.	115 openings/year $2,210/month	HS VOC CC	General Marketing Purchasing	CERT: COSCC ASSOC: COSCC, PSTCC
RECEPTIONISTS—Receive visitors, clients, or customers coming into an establishment, determine the purpose of their visit, and direct them accordingly. May work as information clerks. May answer telephones and operate telephone switchboard.	625 openings/year $910/month	OJT HS VOC CC	Receptionist Communication Systems Operation	
SECRETARIES—Perform a variety of clerical and organizational duties. They take dictation, type, handle correspondence, keep files, and schedule appointments. Some prepare reports, and many operate various office equipment.	2,035 openings/year $1,220-$1,520/month	OJT HS VOC CC	Office Admn. Secretarial	CERT: ETSU, MTSU, COSCC, CLSCC, JSCC, RSCC, SSCC, NSTI, TCSTI, Milligan ASSOC: APSU, TSU, CLCC, COSCC, CSTCC, JSCC, MSCC, RSCC, SSCC, WSCC, NSTI, TCSTI, Hiwasse, Martin, Milligan, SC7DA, Trevec BA: ETSU
STOCK CLERKS, SALES FLOOR—Are responsible for receiving, unpacking, checking, storing, and issuing supplies in stockrooms, warehouses, or storage yards. Some stock clerks place orders and follow up on purchases made. In small operations, stock clerks are responsible for the entire functioning of the stockroom from buying to distribution of supplies. In bigger operations, they usually specialize in one or two jobs.	2,035 openings/year $1,257/month	OJT VOC	General Marketing Shipping, Receiving & Stock Clerk Sales Wholesaling	CERT: PSTCC ASSOC: Trevec BA: MSU
SWITCHBOARD OPERATORS—Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice messages, keep record of calls placed and toll charges. May also perform clerical duties such as typing, proofreading, and sorting mail.	355 openings/year $1,063/month	OJT HS	Receptionist & Communications Systems Operation	

CONSTRUCTION

You may consider a career as—Cabinetmaker & Bench Carpenter ☐ Carpenter ☐ Electrician ☐ Painter and Paperhanger ☐ Plumber/Pipefitter/Steamfitter ☐ Roofer

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
CABINETMAKERS & BENCH CARPENTERS—Build, install, and repair cabinets, shelving, and fixtures for homes and businesses.	125 openings/year $998-$1,521/month	OJT HS VOC CC	Carpentry	JTPA Training
CARPENTERS—Build and maintain wood structures ranging from rough scaffolds to buildings that require finished work. They work from blueprints, sketches, or building plans according to building codes. Carpenters may specialize in either construction (new buildings and structures) or maintenance (old buildings and structures) carpentry. Maintenance carpenters are most likely to be self-employed.	520 openings/year $1,907/month	OJT VOC CC APP	Carpentry	JTPA Training
ELECTRICIANS—Plan, install, and repair electrical wiring and equipment. They may specialize in either construction or maintenance work. Industrial electricians also inspect and service electronic control devices.	425 openings/year $2,470/month		Electricians	DIPLOMA: Jackson AVTS, Knoxville AVTS CERT: NSTI
PAINTERS & PAPERHANGERS—Apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures.	170 openings/year $2,123/month	OJT HS VOC APP	Painting & Decorating	
PLUMBERS, PIPEFITTERS, STEAMFITTERS—Install and repair pipe systems that carry water, steam, air, or other liquids or gases. Install plumbing fixtures, appliances, and heating and refrigeration units.	255 openings/year $2,427/month	HS VOC APP	Plumbing, Pipefitting, & Steamfitting	DIPLOMA: Paris AVTS
ROOFERS—Apply roofing and materials such as hot asphalt, composition roofing, wood shingles, asbestos shingles, slate, or tile to the roofs of buildings in order to make them waterproof. They also do new construction and repair work.	45 openings/year $1,257/month	OJT APP	Roofers	JTPA Training



EDUCATION

You may consider a career as— Elementary Teacher ☐ Kindergarten Teacher ☐ Librarian ☐ Library Assistant ☐ Secondary Teacher ☐ Special Education Teacher ☐ Teacher Aide ☐ University/College Faculty ☐ Vocational/ Education Counselor

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ELEMENTARY TEACHERS—Teach a wide range of academic, social, emotional, and motor skills in grades one through six. They plan and present instruction designed to meet the needs of students.	840 openings/year $1,334-$1,507/month	CC COL GRAD	Elementary Education	ASSOC: Aquinas, Hiwassee, Martin BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Bethel, Bryan, Crich, Carnew, Cumber, DLU, F-H, F-W BBC, King, Knoxvil, Lambuth, Lane, Lee, Lem-Own, LMU, Maryvil, Milligan, SC7DA, TN Tem, TN Wes, Treveca, Tusculum, Union, Vandy GRAD: APSU, ETSU, TSU, TTU, UTC, UTK, Belmont, Bethel, TN Tem, Treveca, Vandy

KINDERGARTEN TEACHERS—Teach music, art, literature, and personal hygiene to children five to six years old. They teach reading, math, science, language arts, social studies, and physical education.	190 openings/year $1,354-$1,507/month	CC COL GRAD	Pre-Elementary Education Early Childhood Edu.	BA: MSU, MTSU, TSU, TTU, UTC, UTM, Cumber, Knoxvll, Trevece, Vandy GRAD: ETSU, TTU, Vandy
LIBRARIANS—Maintain a library collection of materials such as books, magazines, films, and records and assist groups and individuals in locating and using these materials.	170 openings/year $1,507/month	COL GRAD	Library Science	GRAD: UTK, Vandy, ETSU, MSU
LIBRARY ASSISTANTS—Aid librarians in furnishing information and services to patrons. They also check out materials and return materials to the proper area.	88 openings/year $997/month	HS VOC CC	Library Assisting	ASSOC: Hiwassa, Martin
SECONDARY TEACHERS—Instruct students in one or more subject matter areas in junior or senior high schools. They often work with students in extra-curricular activities.	365 openings/year $1,756/month	COL GRAD	Secondary Education	ASSOC: Aquinas, Hiwassa, Martin BA: MSU, TTU, UTC, UTM, Bethel, Cumber, Crich, F-H, F-W, BBC, Knoxvll, Milligan, TN Tem, Vandy GRAD: ETSU, TTU, TN Tem, UTC, Vandy
SPECIAL EDUCATION TEACHERS—Instruct students with physical, mental, emotional, or learning impairments. They are involved in development of programs of study and in working with parents as part of their instructional responsibilities.	185 openings/year $1,354-$1,507/month	CC COL GRAD	Special Education General/Specific Areas	BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Car-New, Lambuth, Milligan, Trevece, Vandy GRAD: ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Vandy
TEACHER AIDES, PARAPROFESSIONAL—Assist teachers by performing tasks such as grading papers, duplicating materials, and supervising play activities.	250 openings/year $779-$931/month	OJT HS VOC CC	Education, Other	JTPA Training
UNIVERSITY/COLLEGE FACULTY—Specialize in teaching particular subjects. They advise students regarding curriculum requirements, conduct and supervise research, and serve on various college and university committees.	720 openings/year $1,776-$2,325/month	COL GRAD	Education/Higher Ed. Administration Curriculum	GRAD: APSU, MSU, MTSU, UTK, UTM, Trevece, TSU, TTU, Vandy
VOCATIONAL & EDUC. COUNSELORS—Help individuals to make and accept responsibility for their decisions in personal, educational, or vocational areas. They help people understand their capabilities and potential.	80 openings/year $1,479-$2,300/month	CC COL GRAD	General Education Industrial Arts Counseling Psychology	ASSOC: SSCC, Tomlin BA: TSU GRAD: MSU, Car-New, Cumber, LMU, Tusculum, APSU, UTK

HEALTH

You may consider a career as—Dental Assistant ☐ Dental Hygienist ☐ Dental Laboratory Technician ☐ Dentist ☐ Dietician & Nutritionist ☐ Electrocardiograph (EKG) Technician ☐ Electroencephalograph (EEG) Technician ☐ Emergency Medical Technician (EMT) ☐ Licensed Practical Nurse ☐ Medical Assistant ☐ Medical Laboratory Technician/Technologist ☐ Medical Records Technician ☐ Nurse Aide/Orderly ☐ Occupational Therapist ☐ Optometrist ☐ Occupational Therapists' Assistant ☐ Pharmacist ☐ Pharmacists' Assistant ☐ Physical Therapist ☐ Physician & Surgeon ☐ Physicians' Assistant ☐ Podiatrist ☐ Radiologic Technician & Technologist ☐ Registered Nurse ☐ Respiratory Therapist ☐ Speech Pathologist and Audiologist

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
DENTAL ASSISTANTS—Aid dentists by preparing patients for examination and treatment. They may also perform laboratory procedures.	130 openings/year $953/month	HS VOC CC	Dental Services Dental Assisting	DIPLOMA: Knoxville A/TS, Memphis A/TS CERT: Chattanooga A/TS, ETSU, VSCC
DENTAL HYGIENISTS—Assist dentists by cleaning, polishing, and taking x-ray pictures of patients' teeth. They instruct patients in proper oral hygiene.	65 openings/year $1,238-$1,392/month	VOC HS CC COL	Dental Hygiene	CERT: Meharry ASSOC: ETSU, TSU, CSTCC, RSCC BA: TSU, UTMHSC

DENTAL LABORATORY TECHNICIANS—Make and repair various dental appliances such as dentures and crowns according to written instructions and impressions of patients' mouths taken by dentists.	50 openings/year $1,159-$1,434/month	HS VOC CC APP	Dental Laboratory Technology	DIPLOMA: Memphis A/TS, Nashville A/TS ASSOC: ETSU, CSTCC
DENTISTS—Examine and treat patients who have diseases, injuries, or malformations of the teeth, gums, and mouth. They take x-rays, fill cavities, extract teeth, and perform corrective surgery.	100 openings/year $2,875-$3,931/month	GRAD LIC	Dentistry, General	PROF: UTMHSC, Meharry
DIETICIANS AND NUTRITIONISTS—Work with people to help them maintain or achieve good health through proper nutrition.	80 openings/year $1,883/month	COL GRAD	Nutrition Food Service Dietetics Clinical Nutrition	BA:DLU, MTSU, UTK, Car-New GRAD: DLU, ETSU, UTK, MSU
ELECTROCARDIOGRAPH (EKG) TECHNICIANS—Use the electrocardiograph machine to record the action of the heart muscle for the diagnosis of heart ailments. They also clean and maintain equipment and obtain information for patients' records.	35 openings/year Wages Not Available	OJT HS VOC CC	Electrocardiograph Technology	JTPA Training
ELECTROENCEPHALOGRAPH (EEG) TECHNICIANS—Operate specialized equipment which measures and records the electrical activity of the brain. This process is used by physicians in diagnosing brain disorders and in assessing brain damage.	10 openings/year Wages Not Available	OJT HS VOC APP	Electroencephalograph Technology	No training in Tennessee
EMERGENCY MEDICAL TECHNICIANS (EMT)—Work as members of emergency teams administering first-aid treatment and transporting sick and injured persons to medical facilities.	30 openings/year $834-$982/month	HS VOC CC COL APP	Emergency Medical Technicians	CERT: JSCC, RSCC, SSCC, VSCC, TCSTI ASSOC: CSTCC, JSCC, MSCC, SSCC
LICENSED PRACTICAL NURSES—Care for injured, convalescent, and persons in hospitals, clinics, private homes, and other settings. They work under the direction of a registered nurse, licensed physician, or dentist.	1,110 openings/year $1,343/month	HS VOC CC LIC	Nursing Practical Nursing	DIPLOMA: Athens A/TS, Covington A/TS, Crossville A/TS, Dickson A/TS, Elizabethton A/TS, Harriman A/TS, Jacksboro A/TS, Jackson A/TS, Knoxville A/TS, Livingston A/TS, McMinnville A/TS, Morristown A/TS, Nashville A/TS, Newbern A/TS, Oneida A/TS, Paris A/TS, Pulaski A/TS, Shelbyville A/TS, Whiteville A/TS CERT: Chattanooga A/TS
MEDICAL ASSISTANTS—Perform various duties under the direction of a physician. Prepare treatment room, supplies, instruments, and patients for physician. Hand instruments and materials to physician as directed.	220 openings/year $740-$854/month	HS VOC CC	Medical Assisting	ASSOC: ETSU, MSCC, Trevca, SSCC
MEDICAL LABORATORY TECHNICIANS/TECHNOLOGISTS—Perform and maintain the medical records of hospital and clinic patients for use by physicians, for research and study and to develop medical statistics.	210 openings/year $1,473/month	OJT HS VOC CC	Medical Lab	ASSOC: ETSU, CLSCC, COSCC, JSCC, MSCC, SSCC, RSCC, WSCC
MEDICAL RECORDS TECHNICIANS—Prepare and maintain the medical records of hospital and clinic patients for use by physicians for research and study and to develop medical statistics.	90 openings/year $2,037/month	OJT HS VOC CC	Medical Records Technology	ASSOC: CSTCC, MSCC, RSCC, VSCC BA: TSU, UTMHSC
NURSES AIDES/ORDERLIES—Assist in the care of hospital patients under the direction of nursing and medical staff. They may make beds, serve meals, and bathe patients.	1,065 openings/year $987/month	OJT CC	Nursing Assisting Practical Nursing	CERT: Crossville A/TS, Dickson A/TS, Hohenwald A/TS, Jacksboro A/TS, Livingston A/TS, McMinnville A/TS, Morristown A/TS, Newbern A/TS, Oneida A/TS, Paris A/TS, Pulaski A/TS, Shelbyville A/TS

OCCUPATIONAL THERAPISTS—Treat people who are mentally, physically, developmentally or emotionally disabled. They employ a variety of techniques designed to help individuals develop or maintain daily living skills and to cope with the physical and emotional effects of disability. Patients learn (or relearn) many of the "ordinary" tasks that are performed every day at home, at work, at school, and in the community.	10 openings/year $1,846-$2,042/month	COL	Occupational Therapy	BA: UTMHSC
OCCUPATIONAL THERAPISTS' ASSISTANTS—Support occupational therapists in conducting specialized therapy programs designed to help patients regain, improve, or adjust to their physical or mental capacities. Aides support both the therapist and assistant therapists.	25 openings/year Wages Not Available	OJT HS VOC CC	Physical Therapy Aide Physical Therapy Assisting	ASSOC: CSTCC, JSCC, MSCC, RSCC, SSCC, VSCC, WSCC
OPTOMETRISTS—Are the primary eye care providers who examine people's eyes to diagnose and in some cases treat vision problems and eye disease. They prescribe eyeglasses, contact lenses, vision therapy, and low-vision aids.	30 openings/year $2,396-$2,972/month	COL GRAD LIC	Optometry	GRAD: SCO
PHARMACISTS—Prepare, compound, and dispense medication prescribed by physicians and other authorized medical specialists. They also dispense non-prescription medications to the public.	180 openings/year $2,903/month	COL GRAD LIC	Pharmacy Science-Pharmacy	BA: TTU, UTM PROF: UTMHSC
PHARMACISTS' ASSISTANTS—Help pharmacists by performing certain technical tasks and serving customers.	115 openings/year Wages Not Available	OJT HS VOC CC	Pharmacy Assisting	
PHYSICAL THERAPISTS—Plan and administer medically prescribed therapy programs for the rehabilitation of people with muscle, bone, nerve, or joint injuries.	45 openings/year $2,297/month	CC COL GRAD	Physical Therapy	BA: APSU, Maryville, TSU, UTMHSC
PHYSICIANS & SURGEONS—Diagnose and treat human diseases and injuries as well as practice preventive medicine. Some combine medical practice with research or teaching in medical books.	530 openings/year $2,675-$3,813/month	GRAD LIC	Medicine	PROF: ETSU, UTMHSC, Meharry, Vandy
PHYSICIANS' ASSISTANTS—Provide patient services under the supervision and responsibility of a physician. Examples of duties include taking patients' medical history, ordering lab tests and x-rays, counseling patients, etc.	65 openings/year $1,729-$2,042/month	VOC CC	Physician Assisting Primary Care/ Specialty	BA: Trevecca
PODIATRISTS—Diagnose and treat disorders of the foot and lower leg. Podiatrists treat the major foot conditions: corns and calluses, ingrown toenails, and bunions. They may recommend proper shoes, fit corrective devices, prescribe drugs, order physical therapy or perform surgery.	10 openings/year $2,675-$3,562/month	COL GRAD LIC	Podiatry	No college of podiatric medicine in Tennessee.
RADIOLOGIC TECHNOL. & TECHNICIANS—Operate x-ray equipment to take pictures of internal parts of the patient's body. Some do radiation therapy work by administering prescribed doses of radiation to affected areas of the body.	180 openings/year $1,847/month	HS VOC CC	Radiography Medical Technology	ASSOC: ETSU, COSCC, CSTCC, JSCC, MSCC, RSCC, SSCC, VSCC, WSCC
REGISTERED NURSES—Care for sick and injured persons using procedures requiring specialized skills. They are highly trained and are licensed by the state in which they work.	1,885 openings/year $1,993/month	HS VOC CC COL GRAD LIC	Nursing, General	ASSOC: ETSU, TSU, CLSCC, COSCC, CSTCC, DSCC, MSCC, RSCC, SSCC, WSCC, UTM, Aquinas, Belmont, LMU, SC7DA, Union BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, UTMHSC, Belmont, Car-New, LMU, Maryvil, SD7DA, Union, Vandy GRAD: UTK, UTMHSC, Vandy

RESPIRATORY THERAPISTS—Work with patients with breathing difficulties arising from either lung or heart disorders. Cases may range from asthma, emphysema, bronchitis, or pneumonia to emergency care for victims of heart failure, chest injuries, premature birth, or post-surgical complications. Therapists and technicians work under the supervision of physicians.	80 openings/year $1,511-$1,758/month	HS VOC CC	Respiratory Therapy Technology	**DIPLOMA:** Memphis AVTS **CERT:** ETSU, VSCC **ASSOC:** COSCC, CSTCC, JSCC, MSCC, RSCC, CBC **BA:** TSU
SPEECH PATHOLOGISTS & AUDIOLOGISTS—Evaluate and treat speech, language, and voice disorders. Audiologists assess and treat hearing disorders. These specialties are interrelated. To be competent in one, it is necessary to be familiar with both.	10 openings/year $1,563-$2,146/month	COL GRAD	Speech Pathology/Audiology	**BA:** UTK, ETSU, TSU, Lambuth **GRAD:** UTK, ETSU, MSU, Vandy

INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

You may consider a career as— Assembler ☐ Boilermaker ☐ Jeweler & Silversmith ☐ Machinist ☐ Millwright ☐ Optician ☐ Tool and Die Maker ☐ Upholsterer ☐ Water & Waste Treatment Plant Operator ☐ Welder & Cutter

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ASSEMBLERS, FABRICATOR—Persons in this job must be able to assemble and fit together parts to form complete units or subassemblies at a bench, conveyor line or on the floor. This work may use either hand or power tools and special equipment in order to carry out fitting and assembly.	1,120 openings/year $878-$1,154/month	OJT HS VOC	Precision Metal Work, Assorted Materials, Other	**CERT:** TCSTI, Chattanooga AVTS **ASSOC:** TCSTI **DIPLOMA:** Athens AVTS, Covington AVTS, Crossville AVTSS, Dickson AVTS, Harriman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS
BOILERMAKERS—Build, assemble, install, test, and repair metal structures such as boilers, tanks, furnaces, anti-pollution systems, and pressure vessels.	20 openings/year $2,470/month	APP	Sheet Metal Metal Fabrication	**DIPLOMA:** Covington AVTS
JEWELERS & SILVERSMITHS—May design, make, repair, and sell jewelry, watches, clocks, and other timepieces. Skilled craftspeople make jewelry by hand using their own designs.	20 openings/year $979-$1,497/month	OJT VOC CC COL APP	Jewelry Design Fabrication & Repair Metal/Jewelry	
MACHINISTS—Set up, operate, and service machine tools. Machine tools are large, power-driven machines which drill, grind, shear, or shape metal.	300 openings/year $1,690/month	OJT HS VOC CC	Machine Tool Operation/Machine Shop	**DIPLOMA:** Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Harriman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS **CERT:** Chattanooga AVTS, TCSTI **ASSOC:** TCSTI
MILLWRIGHTS—Install machinery and equipment in an industrial establishment according to layout plans, blueprints, and other drawings.	70 openings/year $2,123/month	OJT HS VOC CC APP	Millwork & Cabinet Making Industrial Maintenance	**CERT:** PSTCC, CLSCC, TCSTI **ASSOC:** TCSTI, STIM, Hiwassee

OPTICIANS—Measure and fit eyeglasses and grind the lenses according to prescriptions from optometrists and opthamologists.	30 openings/year $1,375-$1,479/month	OJT HS VOC CC APP	Optical Goods Work	
TOOL AND DIE MAKERS—Highly-skilled, creative workers whose products, such as tools, dies and special guiding devices, are used by other machining workers to mass-produce metal and plastic parts.	60 openings/year $1,807/month	APP VOC OJT	Precision Metal Work Tool & Die Making	DIPLOMA: Jackson AVTS, Crossville AVTS, Paris AVTS, Whiteville AVTS CERT: Chattanooga AVTS
UPHOLSTERERS—Whether restoring a treasured antique or simply giving an ordinary living room couch a facelift, upholsterers combine artistic flair and manual skill to recondition sofas, chairs, and other upholstered furniture. These craft workers replace worn and damaged fabrics, springs, and padding.	105 openings/year $991/month	HS OJT VOC	Upholstering	DIPLOMA: Memphis AVTS,
WATER & WASTE TREATMENT PLANT OPERATORS—Work with sewage treatment, sludge processing, and disposal equipment to control the flow and processing of waste in sewage treatment plants.	75 openings/year $1,880/month	OJT HS CC APP LIC	Sanitation Technology Water & Waste Water Technology	ASSOC: Martin
WELDERS & CUTTERS—Join metal parts using heat and/or pressure to form a permanent bond. They weld parts to manufactured products, or repair broken or cracked parts.	145 openings/year $1,133-$1,488/month	OJT HS VOC CC APP	Welding, Brazing & Soldering	DIPLOMA: Athens AVTS, Crossville AVTS, Harriman AVTS, Hartsville AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS, Elizabethon AVTS CERT: Chattanooga AVTS, Morristown AVTS, APSU, CLSCC

MECHANICS & REPAIRERS

You may consider a career as—Aircraft Engine Repairer ☐ Auto Body Repairer ☐ Auto Mechanic ☐ Bus, Truck, Diesel Engine Mechanic ☐ Data Processing Equipment Repairer ☐ Heating, A/C & Refrigeration Mechanic ☐ Maintenance Repairer, General Utility

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
AIRCRAFT ENGINE SPECIALISTS—A person in this occupation will repair and maintain the operating condition of aircraft engines. This will include helicopter engine mechanic occupations but will exclude aircraft mechanics who are not involved in engine repair.	70 openings/year $2,253/month	HS OJT VOC CC	Aircraft Mechanics	DIPLOMA: Memphis AVTS, Nashville AVTS
AUTO BODY REPAIRERS—Fix damaged fenders, bodies, and other automotive parts by straightening bent frames, removing dents, welding torn metal, and replacing parts too badly damaged to repair.	115 openings/year $1,777/month	OJT HS VOC CC	Automotive Body Repair	DIPLOMA: Athens AVTS, Crossville AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Paris AVTS, Savannah AVTS, Shelbyville AVTS CERT: Chattanooga AVTS, Morristown AVTS
AUTO MECHANICS—Inspect, maintain, and repair mechanical and electrical parts of automobiles, trucks, buses, and other gasoline-powred vehicles to keep them running properly.	405 openings/year $1,733/month	OJT HS VOC CC	Auto Mechanics	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethon AVTS, Harriman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Murfreesboro AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Ripley AVTS, Shelbyville AVTS, Whiteville AVTS CERT: TCSTI, SC7DA ASSOC: STIM, TCSTI,

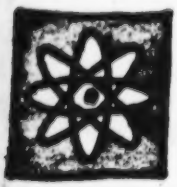
BUS, TRUCK, DIESEL ENGINE MECHANICS—Rebuild, repair, and adjust both wheeled and crawled heavy equipment used in construction, logging, and industrial operations.	235 openings/year $1,560/month	OJT HS VOC	Truck Driving Diesel Engine Mechanics	DIPLOMA: Elizabethon AVTS, Harriman AVTS, Jackson AVTS, Knoxville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Savannah AVTS CERT: Chattanooga AVTS
DATA PROCESSING EQUIPMENT REPAIRERS—Install, maintain, and repair electronic computers and computer related machines, such as magnetic tape readers, high-speed printers, and keypunch machines.	85 openings/year Wages Not Available	OJT HS VOC CC	Computer Electronics Data Processing	DIPLOMA: Nashville AVTS CERT: CLSCC, COSCC, CSTCC ASSOC: COSCC, MSCC, STIM, Hiwasee, LMV, Martin, SC7DA, BA: LMU, SC7DA
HEATING, A/C & REFRIG. MECHANICS—Install, service, and repair air conditioning, refrigeration, and heating units used in homes, schools, and commercial buildings.	110 openings/year $2,123/month	OJT HS VOC CC	Heat, A/C & Refrigeration Mechanics	DIPLOMA: Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethon AVTS, Jacksboro AVTS, Knoxville AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Murfreesboro AVTS, Nashville AVTS, Oneida AVTS, Savannah AVTS, Shelbyville AVTS, Whiteville AVTS CERT: Chattanooga AVTS
MAINTENANCE REPAIRERS, GENERAL UTILITY—Keep the machines, mechanical equipment, and/or structure of an establishment in repair. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work. In small establishments, may be responsible for maintaining grounds and doing some janitorial work as well.	970 openings/year $1,580/month	OJT VOC	Building Maintenance	CERT: CSTCC

SALES

You may consider a career as—Cashier ☐ Insurance Salesperson ☐ Real Estate Salesperson ☐ Reservation & Transportation Ticket Agent ☐ Sales Agent, Business Service ☐ Salesperson, Retail ☐ Security Financial Serviceperson ☐ Travel Agent

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
CASHIERS—Are employed by a variety of businesses to handle payments from customers. Most cashiers receive money, make change, fill out charge forms, and give receipts.	3,130 openings/year $737/month	OJT HS VOC CC	Sales Entertainment Services, Other	CERT: PSTCC ASSOC: Trevca BA: MSU
INSURANCE SALESPEOPLE—Sell individual and group insurance policies. They provide advice to clients on the type and amount of insurance needed.	530 openings/year $1,200-$2,029/month	OJT HS CC COL LIC	Insurance Marketing Insurance & Risk Management	BA: MSU
REAL ESTATE SALES AGENTS—Rent, buy, and sell property for clients on a commission (percent of sales) basis. Agents work to match prospective buyers with property listed for sale. Most people buy homes when the interest rates are low. For this reason, real estate jobs can be quite slow when the interest rate is high and quite busy when it is low. Some real estate agents supplement their incomes by another part-time job.	130 openings/year $1,458-$2,208/month	OJT HS VOC CC LIC	Real Estate, General	CERT: CLSCC BA:MSU
RESERVATION & TRANSP. TICKET AGENT—The person in this occupation will make and confirm reservations for passengers and sell tickets for transportation agencies such as airlines, bus companies, railroads, and steamship lines. This person may check baggage and direct passengers to designated concourse, pier, or track.	205 openings/year $1,442-$1,829/month	OJT VOC CC	Travel Services Marketing Transp. Transportation	CERT: SSCC, VSCC ASSOC: Martin

SALES AGENTS, BUSINESS SERVICES—This person will sell selected services to businesses. These services include building maintenance, credit reporting, bookkeeping, security, printing, and storage space. This occupation excludes advertising, insurance, financial and real estate services.	280 openings/year Wages not Available	HS OJT VOC CC	Business & Personal Services, Other Business & Management	CERT: TSU ASSOC: Cumber, F-W BBC, STIM, Martin BA: Bethel, Car-New, Knoxvil, Lambuth, Lane, Lee, APSU, UTK
SALESPEOPLE RETAIL—Sell merchandise to customers using detailed knowledge of the specific characteristics of their merchandise. People who work in stereo shops, fine furniture stores, house furnishings, etc., are examples of retail sales agents.	5,415 openings/year $675-$900/month	OJT HS VOC CC	Sales	ASSOC: Trevecca BA: MSU
SECURITIES, FINANCIAL SERV.—Counsel clients regarding investment opportunities. The client may be an individual, a group, or a business. Security salespeople buy, sell, or transfer stocks and bonds for the client. They may specialize in one area of the economy, dealing mainly with auto, precious metals, oil, or pharmaceutical stocks. Those who deal with agricultural products are call commodity (futures) brokers.	120 openings/year $1,167-$1,534/month	OJT HS COL LIC	Securities & Commodities Marketing Business Administration	CERT: CLSCC, COSCC, CSTCC, DSCC, JSCC ASSOC: Hiwasse, LMU, APSU, PSTCC, RSCC, WSCC, CSTCC, JSCC, Martin, NSTI, STIM BA: MTSU, TSU, UTC, Bethel, Belmont, Bryan, CBC, Crich, Car-New, Cumber, DLU, F-H, Fisk, Lambuth, LMU, Lee, Lem-Own, Maryvil, Rhodes, SC7DA, TN Tem, TN Wes, Trevecca, Tusculum, TTU, UTK, UTM, ETSU, MSU GRAD: ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Vandy
TRAVEL AGENTS—Assist people in making vacation plans and other trips by arranging transportation and lodging and possible activities. Travel agents use travel manuals, tour package brochures, lodging, airline, and other carrier rate schedules to help clients obtain the most convenient and economical travel opportunity. They rely heavily on computers and microfiche readers. An ability to communicate is essential as well as a desire to work with people. A travel agent's job can be quite stressful during the peak season.	110 openings/year $896-$1,102/month	OJT HS VOC CC	Marketing Travel Services Marketing Transportation Marketing	CERT: SSCC, VSCC, MSU ASSOC: Martin BA: MSU, UTK



SCIENCE

You may consider a career as—Aeronautical & Astro. Engineer ☐ Biologist ☐ Broadcast Technician ☐ Chemical Engineer ☐ Civil Engineer ☐ Computer Programmer & Aide ☐ Drafter ☐ Electrical Engineer ☐ Electrical & Electronics Technician ☐ Industrial Engineer ☐ Mechanical Engineer ☐ Paralegal Personnel

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
AERONAUTICAL & ASTRO. ENGINEERS—Design, conduct, and test aircraft and missiles. They may be aeronautical engineers, mechanical engineers, or electrical engineers.	70 openings/year $2,353-$2,722/month	COL GRAD	Aerospace, Astronautical & Aeronautical Engineering	BA: UTK GRAD: UTK
BIOLOGISTS—Study all aspects of living matter. Their concerns include the origin, reproduction, growth, function, and structure of all forms of plant and animal life, from large communities to micro-organisms.	15 openings/year $1,625-$2,163/month	COL GRAD	Biology	ASSOC: Aquinas, Martin BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, Crich Cumber, DLU, F-H, Fisk, King, Knoxvil, Lambuth, Lane, Lee, Lem-Own, LMU, Maryvil, Milligan, Rhodes, SCO, SC7DA, TN Tem, TN Wes, Trevece, Tusculum, Union, USouth, Vandy GRAD: APSU, ETSU, MSU, MTSU, TSU, TTU, Fisk, Vandy

BROADCAST TECHNICIANS—Install, operate, and maintain electronic equipment used to record or transmit radio and television programs. Specialities include transmitter or studio maintenance, audio control, video control, lighting, field recording, and video-tape technicians.	25 openings/year $975-$1,300/month	VOC CC	Radio & Television Production & Broadcasting Technology	ASSOC: Martin, Trevca, PSTCC
CHEMICAL ENGINEERS—Apply principles and technology of chemistry, physics, mathematics, engineering, and economics. They analyze procedures, troubleshoot processing problems, do research to develop new processing methods, design equipment, and plan layouts of interrelated machinery.	30 openings/year $2,362-$2,722/month	COL GRAD	Chemical Engineering	BA: TTU, UTK, CBC, Vandy GRAD: TTU, UTK, Vandy
CIVIL ENGINEERS—Plan, design, and supervise the construction and maintenance of many kinds of structures and facilities. They work on roads, railroads, airports, buildings, bridges, dams, and other structures.	140 openings/year $2,090/month	CC COL GRAD	Civil Engineering	BA: MSU, TSU, TTU, UTK, CBC GRAD: MSU, TTU, UTK, Vandy
COMPUTER PROGRAMMERS & AIDES—Write step-by-step instructions for computers. These instructions, or programs, tell the computer exactly what it must do to solve a problem or perform a job. Programmers work long hours alone, or may work in teams on big projects.	520 openings/year $1,723-$2,144/month	OJT HS VOC CC COL	Computer Programming Information Systems	CERT: CLSCC, COSCC, CSTCC ASSOC: COSCC, MSCC, STIM, Hiwassee, LMU, Martin, SC7DA, CSTCC BA: LMU, SC7DA, Maryvil, Rhodes, Trevca, Tusculum, MSU, MTSU, Belmont, CBC, F-H, Lambuth GRAD: MSU, CBC
DRAFTERS—Make detailed drawings of buildings, products, and machinery from sketches and specifications made by engineers, architects, and designers which are used as working plans for engineering, manufacturing, and construction purposes. Because of new technology, drafters increasingly do their work using computer-aided design (CAD) systems.	190 openings/year $838-$1,257/month	HS VOC CC APP	Drafting and Design Drafting, Other	CERT: MTSU, CSTCC, TCSTI, ASSOC: CSTCC, PSTCC, TCSTI, Chattanooga AVTS DIPLOMA: Athens AVTS, Crossville AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS
ELECTRICAL ENGINEERS—Design, develop, produce, install, operate, and maintain computer, electrical, and electronic equipment.	300 openings/year $2,297-$2,630/month	CC COL GRAD	Electrical, Electronics & Communication Engineering	BA: MSU, TSU, TTU, UTK, CBC, Vandy GRAD: MSU, TTU, UTK, Vandy
ELECTRICAL & ELECTRONICS TECH.—Construct, repair, test, install, modify, operate, or design a variety of production or experimental electrical or electronic equipment. Most specialize in such areas as communication, medical equipment, and research laboratories. Many work on product quality in manufacturing plants.	305 openings/year $1,960/month	HS VOC CC	Electrical & Electronic Technology Electrical Technology	CERT: COSCC ASSOC: STIM, TCSTI, SC7DA, NSTI, COSCC, CSTCC, PSTCC BA: MSU, UTM
INDUSTRIAL ENGINEERS— Determine the most efficient and economical methods of using people, machines, and materials in an industrial setting.	105 openings/year $2,383/month	COL GRAD	Industrial Engineering	BA: TTU, UTK GRAD: TTU, UTK, MSU
MECHANICAL ENGINEERS—Are concerned with the design, production, installation, operation, and maintenance of tools, machines, engines, and other mechanical equipment.	40 openings/year $2,311-$2,849/month	CC COL GRAD	Mechanical Engineering	BA: MSU, TSU, TTU, UTK, CBC, Vandy GRAD: MSU, TTU, UTK, Vandy
PARALEGAL PERSONNEL—Apply knowledge of law and legal procedures to provide assistance to lawyers, clients, and courts. Also known as paralegal assistants, legal investigators, and legal aides.	50 openings/year Wages Not Available	HS VOC CC COL	Legal Assisting Law, Other	CERT: MSU ASSOC: CLSCC, CSTCC, PSTCC, STIM BA: Milligan

SERVICE

You may consider a career as—Baker ☒ Bartender ☒ Chef ☐ Child Care Worker ☐ Correctional Officer & Jailer ☐ Counter Attendant ☐ Firefighter ☐ Food Serving and Lodging Manager ☐ Gardener & Groundskeeper ☐ Guard & Watch Guard ☐ Hairdresser & Cosmetologist ☐ Janitor ☐ Maid & Housekeeping Cleaner ☐ Pest Control Worker ☐ Service Station Attendant ☐ Waiter or Waitress

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
BAKERS—Mix dough according to recipes and bake breads, pastries and other bakery goods.	135 openings/year $1,040/month	OJT HS VOC CC	Baking Food Preparation	JTPA Training
BARTENDERS—Mix and serve alcoholic and non-alcoholic beverages following standard recipes or customers' requests. They work in bars, hotels, private clubs, and restaurants.	275 openings/year $667/month	OJT VOC	Bartending	JTPA Training
CHEFS—Are employed in the preparation and cooking of food, usually in large quantities. They may specialize in a particular type of food.	2,595 openings/year $668-$1,267/month	OJT HS VOC CC	Chef/Cook	JTPA Training
CHILD CARE WORKERS—Supervise activities and are responsible for the care, safety, and conduct of the children in their charge. They provide for the physical necessities of the children.	160 openings/year $737/month	OJT HS VOC	Child Care Aide/Assisting	DIPLOMA: Nashville AVTS, Paris AVTS ASSOC: TSU, CSTCC, SSCC, WSCC, Martin, Treveca CERT: CSTCC, Chattanooga AVTS
CORRECTION OFFICERS & JAILERS—Supervise inmates in prisons and jails by observing them and enforcing rules. They inspect surroundings to ensure security and safety of prisoners. Some officers provide counseling to inmates.	150 openings/year Wages Not Available	OJT HS CC COL	Criminal Justice	CERT: CLSCC, DSCC, SSCC, RSCC ASSOC: ETSU, MTSU, TTU, DSCC, RSCC, SSCC, WSCC, Aquinas BA: ETSU, MSU, MTSU, TSU, UTC, UTM, Belmont, TN Wes GRAD: ETSU, MSU, MTSU, TSU, UTC
COUNTER ATTENDANTS—Speed of service and accuracy in handling orders are the most important skills in this job. The typical duties include taking customers' orders, serving food and beverages, making out checks, and taking payment. Counter attendants also do odd jobs, such as cleaning kitchen equipment, sweeping and mopping floors, and carrying out trash.	590 openings/year $477/month	OJT VOC	Food Service	JTPA Training
FIREFIGHTERS—Control and put out fires, protect life and property, and maintain equipment. They may work as volunteers or employees of cities, townships, or industrial plants.	85 openings/year $1,127/month	OJT HS VOC CC	Fire Protection	CERT: TSU, MSCC ASSOC: TSU, CSTCC No Degree: Murfreesboro AVTS
FOOD PREPARATION WORKERS—These persons perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. These persons may slice meat; brew coffee, tea, or chocolate; or prepare sandwiches. The persons in this occupation are not cooks or chefs.	1,820 openings/year $650/month	OJT VOC	Food Production	JTPA Training
FOOD SERVICE WORKERS—Prepare food and beverages in restaurants, hotels, hospitals, and other establishments that serve food. Depending on the type of food service provided, the worker may specialize in salad, coffee, pantry, sandwich making or assembling food in the kitchen, helping the cook, or supplying a food counter.	1,790 openings/year Wages Not Available	OJT VOC	Food Service	JTPA Training

FOOD SERVING & LODGING MANAGERS—Are responsible for the serving of food and beverages in restaurants, hospitals, schools, and other institutions. They coordinate the entire business operation for sanitary, efficient, and courteous service.	475 openings/year $1,517/month	OJT HS VOC CC COL	Food Production Management & Services, General	CERT: SSCC, SC7DA, Chattanooga AVTS DIPLOMA: Jackson AVTS, Knoxville AVTS, Memphis AVTS, Morristown AVTS, Whiteville AVTS ASSOC: SSCC, SC7DA BA: DLU, SC7DA GRAD: UTK
GARDENERS & GROUNDSKEEPERS—These persons care for grounds, lawns, trees, shrubbery, and gardens. They may be known by the job they do, such as grass cutter or leaf raker. Gardeners and groundskeepers may do a wide range of tasks which are required to care for and maintain grounds. These tasks can include mowing and edging lawns; preparing lawns for planting; sweeping sidewalks and other areas; watering lawns, trees, and shrubs; and cultivating the ground and assisting in planting.	485 openings/year $910/month	OJT HS	Horticulture, General	CERT: Chattanooga AVTS ASSOC: Hiwassee BA: UTK MA: UTK
GUARDS & WATCH GUARDS—Are responsible for protecting property against fire, theft, vandalism, and illegal entry. They guard buildings and grounds, merchandise, and other valuable property.	2,740 openings/year $1,170/month	OJT VOC	Security	CERT: DSCC, SSCC, RSCC
HAIRDRESSERS & COSMETOLOGISTS—Perform beauty services such as shampooing, cutting, setting, styling, and straightening hair for customers according to the customers' request or current styles.	250 openings/year $823/month	OJT VOC CC	Personal Service, Cosmetology	DIPLOMA: Dickson AVTS, Hohenwald AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, Nashville AVTS, Paris AVTS CERT: Chattanooga AVTS
JANITORS—Are responsible for keeping rooms, halls, offices, lobbies, and lounges clean and attractive and for providing necessary supplies to the occupants.	3,525 openings/year $997/month	OJT VOC	Custodial Services	JTPA Training
MAIDS & HOUSEKEEPING CLEANERS—This work is done by persons in cleaning and building service occupations who clean floors and windows in hospitals, change linens in hotels, repair broken faucets in apartments, operate elevators, or exterminate insects and rodents in office buildings. The people in this occupation must be courteous, tactful, and neat if their job requires contact with the public.	1,290 openings/year $693/month	OJT VOC	Exploratory Homemaker	JTPA Training
PEST CONTROL WORKERS—Use chemical solutions, gases, and mechanical traps to rid residential and commercial areas of rodents, insects, birds and other pests. Also known as exterminators.	90 openings/year $875-$1,062/month	HS OJT VOC	Homemaker's Aide	
REFUSE COLLECTORS—Collect trash and garbage along an assigned route. They may drive garbage trucks or work on the loading crew.	120 openings/year $1,041/month	HS OJT VOC CC	Sanitation Technology	ASSOC: Martin
SERVICE STATION ATTENDANTS—Work at gasoline service stations servicing passenger cars, trucks, and buses with fuel, oil, and accessories. Service station attendants are mostly employed by gasoline service stations, but a considerable number are employed by government bodies and private companies.	250 openings/year $700-$809/month	OJT	Service Station Retailing	
WAITERS & WAITRESSES—Take customers' orders, serve food and beverages, total checks, and sometimes take payments. Duties vary with the type of food service provided by the restaurant.	1,485 openings/year $520/month	OJT CC	Waiter/Waitresses & Related Services	JTPA Training

SOCIAL SCIENCE

You may consider a career as— Lawyer
☐ Psychologist ☐ Recreation Worker ☐ Social Worker

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
LAWYERS—Research and interpret law to advise clients in legal matters concerning their rights and responsibilities. They handle the settlement of legal problems both in and out of court.	280 openings/year $1,575-$2,488/month	GRAD LIC	Law	PROF: MSU, UTK, Vandy
PSYCHOLOGISTS—Study the capacities, interests, and behavior of people in order to understand and explain the way they act and respond. They may specialize in a wide variety of areas such as clinical, child, developmental and analytical psychology.	25 openings/year $1,709-$2,184/month	COL GRAD	Psychology	ASSOC: Aquinas BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Bryan, Car-New, Crich CBC, DLU, F-H, Fisk, King, Knoxvil, Lambuth, Lee, LMU, Maryvil, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Trevecca, Tusculum, Union, USouth, Vandy GRAD: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, Fisk, Vandy
RECREATION WORKERS—Plan, organize, and direct leisure activities for the general public or individuals with specific needs. Activities may include arts and crafts, athletics, and dancing.	115 openings/year $1,587/month	OJT VOC CC COL	Parks & Recration, General	CERT: CSTCC ASSOC: Hiwasse, Martin BA: MSU, MTSU, TSU, UTK, Car-New, Knoxvil, Maryvil GRAD: TSU, UTK
SOCIAL WORKERS—Provide a multitude of services to help people solve their individual and family problems. Caseworkers specialize in such fields as child welfare, family services, medical, psychiatric, and public assistance.	295 openings/year $1,386/month	CC COL GRAD	Social Work	BA: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, UTM, Belmont, DLU, F-H, Lambuth, Lem-Own, LMU, SC7DA, Trevecca GRAD: UTK

TRANSPORTATION

You may consider a career as—Aircraft Pilot & Flight Engineer ☐ Heavy Equipment Operator ☐ Truck Driver ☐ Traffic, Shipping & Receiving Clerk ☐ Typist, Word Processing Equipment

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
AIRCRAFT PILOTS & FLIGHT ENGINEERS—Fly airplanes to transport passengers and cargo and perform other tasks such as crop dusting and inspecting power lines.	240 openings/year $2,229-$3,542/month	VOC CC COL LIC	Airplane Piloting & Engineering	CERT: MTSU ASSOC: Hiwasse BA: MTSU, TN Wes
HEAVY EQUIPMENT OPERATORS—(also called Operating Engineers) Drive gasoline or diesel-powered tractors equipped with large concave blades used to level earth and clear land for constructing roads or buildings. Heavy equipment operators also work with machines that bore and dig into the asphalt and/or concrete spreading and leveling on roads. They further operate the machines that are used to erect structural and reinforcement steel, as well as those used to demolish buildings.	220 openings/year Wages Not Available	OJT HS VOC CC APP	Vehicle & Equipment Operators	
TRUCK DRIVERS—Drive trucks of all types and sizes to move products and materials from one place to another.	2,480 openings/year $744-$1,803/month	OJT LIC	Truck & Bus Driving	DIPLOMA: Knoxville AVTS, Savannah AVTS, Memphis AVTS, Morristown AVTS, Nashville, AVTS
TRAFFIC, SHIPPING & RECEIVING CLERKS—Receive incoming shipments of merchandise, prepare merchandise for shipment, and keep records concerning these transactions.	480 openings/year $1,127-$1,314/month	OJT	Shipping, Receiving, & Stock Clerk Traffic, Rate, and Transportation Clerk	JTPA Training
TYPISTS, WORD PROCESSING EQUIP.—Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.	145 openings/year $1,218/month	OJT HS VOC CC	Typing	DIPLOMA: Knoxville AVTS, CERT: Nashville AVTS, TCSTI, CSTCC ASSOC: JSCC, PSTCC, WSCC, NSTI, STIM, TCSTI

Who ARE You Anyway? Quiz Answers

Note: You must answer the "Who Are You, Anyway" quiz on page 3 before checking this list.

1. Scientific and technical occupations:

Architects
Broadcast Technicians
Chiropractors • Chiropractors
Civil Engineers
Community Health Aids
Computer Maintenance Technicians
Computer Programmers
Dental Assistants
Dental Hygienists • Dentists
Dietitians • Drafters
Education Program Specialists
Electrical Engineers • Electricians
Electronics Technicians
Emergency Medical Technicians/Paramedics
Engineering Technicians
Engineers (miscellaneous)
Foresters • Geologists
Health & Safety Inspectors
Health Technicians
Laboratory Testers
Licensed Practical Nurses
Librarians
Mathematicians & Statisticians
Mechanical Engineers
Medical Assistants
Medical Laboratory Technicians
Meteorologists
Mining Engineers
Museum Curators
Nurse Practitioners
Occupational Therapists
Oceanographers • Opticians
Park Rangers
Petroleum Engineers
Petroleum Processing Occupations
Pharmacists • Physical Therapists
Physician Assistants • Physicians
Pilots & Flight Engineers
Plant Scientists • Psychologists
Quality Control Inspectors
Radiologic Technologists
Registered Nurses
Respiratory Therapists
Surveyors
Ship Officers & Engineers
Social Scientists
Speech Pathologists & Audiologists
Surveyors • Teacher Aides
Truck & Heavy Equipment Mechanics
Underwriters
University & College Teachers
Urban & Regional Planners
Veterinarians
Village Public Safety Officers
Vocational Education Teachers

2. Creative occupations:

Architects
Chefs & Dinner Cooks
Clothes Designers & Patternmakers
Commercial Artists & Designers
Electrical Engineers
Engineers (miscellaneous)
Free-lance Writers
Hairstylists • Hairstylists
Interior Designers & Decorators
Jewelers
Mathematicians & Statisticians
Mechanical Engineers
Mining Engineers
Models • Museum Curators
Performing Artists
Photographers
Public Relations Workers
Recreation Leaders
Social Scientists
Urban & Regional Planners
Writers & Editors

3. Decision-making occupations:

Air Traffic Controllers
Aircraft Mechanics • Appraisers
Automobile Mechanics
Chiropractors • Civil Engineers
Claims Adjusters & Examiners
Clergy
Clothes Designers & Patternmakers
Coaches • Cobblers
Community Health Aides
Construction Superintendents
Correctional Officers & Jailers
Dentists • Dietitians
Dispatchers • Economists
Education Administrators
Electrical Engineers
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics
Employment Interviewers
Financial Managers
Fire Fighters
Health Service Administrators
Health & Safety Inspectors
Heating & Cooling System Mechanics
Interior Designers & Decorators
Laboratory Testers
Law Enforcement Officers
Lawyers • Legal Assistants
Loan Officers
Marine Mechanics
Mechanical Engineers
Medical Assistants
Meteorologists • Military Officers
Museum Curators
Nurse Practitioners
Occupational Therapists
Office Managers • Opticians
Park Rangers
Parole & Probation Officers
Personnel Officers
Petroleum Engineers
Petroleum Processing Occupations
Physical Therapists • Physicians
Pilots & Flight Engineers
Professional Athletes
Psychologists
Public Relations Workers
Public Administrators
Quality Control Inspectors
Radio & TV Broadcasters
Railroad Conductors
Recreation Guides
Recreation Leaders
Respiratory Therapists
Salary Drivers
Sales & Service Managers
Secretaries
Ship Officers & Engineers
Small Engine Repairers
Social Program Planners
Social Scientists
Speech Pathologists & Audiologists
Surveyors • Teacher Aides
Truck & Heavy Equipment Mechanics
Underwriters
University & College Teachers
Urban & Regional Planners
Veterinarians
Village Public Safety Officers
Vocational Education Teachers

4. Occupations in a business setting:

Automobile Salespeople
Bank Tellers • Bartenders
Bus & Taxi Drivers
Business Executives
Business Services Salespeople
Buyers & Purchasing Agents
Cashiers & Grocery Checkers
Claims Adjusters & Examiners
Collectors • Counter Attendants
Flight Attendants
Front Desk Clerks • Hairstylists
Hotel & Motel Managers
Insurance Salespeople
Jewelers • Lawyers
Legal Secretaries • Loan Officers
Managers • Optometrists
Personnel Officers • Promoters
Postal Clerks
Radio & TV Broadcasters
Real Estate Salespeople
Receptionists
Restaurant Managers
Route Salespeople
Sales Representatives
Salespeople • Salespersons
Secretaries
Securities Salespeople
Security Guards
Service Station Attendants
Small Business Operators
Ticket Agents • Travel Agents
Veterinarians
Waiters & Waitresses

5. Service occupations:

Child Care Workers
Chiropractors
Clergy • Coaches
Community Health Aides
Correctional Officers & Jailers
Counselors • Dental Assistants
Dental Hygienists
Dietitians • Dietitians
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics
Employment Interviewers
Financial Managers
Fire Fighters
Fire Fighters • Flight Attendants
Funeral Directors & Embalmers
Health Aides
Health Technicians
Home Health Aides
Law Enforcement Officers
Library Assistants
Licensed Practical Nurses
Medical Assistants
Nurse Aides & Orderlies
Nurse Practitioners
Occupational Therapists
Opticians
Parole & Probation Officers
Physical Therapists
Physician Assistants
Physicians • Psychiatric Aides
Psychologists
Radiologic Technologists
Recreation Directors & Supervisors
Recreation Leaders
Registered Nurses
Respiratory Therapists
Service Station Attendants
Social Service Aides
Social Workers
Speech Pathologists & Audiologists
Teacher Aides
University & College Teachers
Village Public Safety Officers
Vocational Education Teachers

6. Occupations using machines or special equipment:

Accountants & Auditors
Accounting & Statistical Clerks
Aircraft Mechanics
Airline Ground Crew Attendants
Automobile Mechanics • Bakers
Body & Fender Repairers
Building Maintenance Workers
Bus & Taxi Drivers
Cannery & Frozen Food Workers
Carpenters • Cartographers
Cement Masons
Chefs & Dinner Cooks
Chiropractors • Cloker Sellers
Computer Maintenance Technicians
Computer Operators
Computer Programmers
Construction Laborers
Data Entry Operators
Draftsmen • Drafters
Electricians
Engineering Technicians
Engineers • Fishers & Hunters
Forklift Operators
Freight Handlers • Geologists
Health Technicians
Heating & Cooling System Mechanics
Lifeguards • Local Truck Drivers
Machinists • Marine Mechanics
Mathematicians & Statisticians
Military Enlisted Personnel
Millwrights
Occupational Therapists
Oceanographers
Office Machine Operators
Opticians • Opticians
Painters & Wrappers
Painters • Park Rangers
Petroleum Engineers
Petroleum Processing Occupations
Physical Scientists
Plant Scientists
Plasterers & Drywall Installers
Printing Production Occupations
Pulp & Paper Workers
Radio & TV Broadcasters
Radio & TV Service Technicians
Railroad Engineers
Railroad Maintenance Workers
Recreation Guides
Rotary Drillers
Salespersons & Tellers
Service Station Attendants
Sheet Metal Workers
Ship Officers & Engineers
Small Engine Repairers
Speech Pathologists & Audiologists
Stationary Engineers
Sonographers
Systems Analysts
Telecommunications Operators
Travel Agents
Truck & Heavy Equipment Mechanics
Vocational Education Teachers
Water & Sewage Plant Operators
Welders
Woodworking Machine Operators
Word Processing Machine Operators

7. Routine occupations:

Accounting & Statistical Clerks
Automobile Workers
Bakers • Bank Tellers
Bookkeepers • Bookkeepers
Cannery & Frozen Food Workers
Cashiers & Grocery Checkers
Cloker Sellers
Coal & Mineral Mining Occupations
Counter Attendants
Data Entry Operators
Dockhands • Pattern & Busboys
Flight Attendants
Food Processing Workers
Forklift Operators
Freight Handlers • Fry Cooks
Grocery Baggers
Groundskeepers & Gardeners
Kitchen Helpers
Local Truck Drivers
Log Handling Occupations
Long Haul Truck Drivers
Mail Carriers
Military Enlisted Personnel
Office Machine Operators
Packers & Wrappers
Petroleum Derrick Operators
Petroleum Helpers
Petroleum Processing Occupations
Photofinishers • Postal Clerks
Printing Production Occupations
Pulp & Paper Workers
Quality Control Inspectors
Receptionists • Room Cleaners
Route Salespeople
Salespersons & Tellers
Security Guards
Stationary Engineers
Telecommunications Operators
Tour Guides
Waiters • Waitresses
Woodworking Machine Operators
Word Processing Machine Operators
Welding & Loading Occupations

8. Occupations emphasizing communication skills:

Accountants & Auditors
Air Traffic Controllers
Appraisers • Architects
Automobile Salespeople
Bank Tellers • Bartenders
Biologists
Building Maintenance Workers
Bus & Taxi Drivers
Business Services Salespeople
Buyers & Purchasing Agents
Chiropractors • Civil Engineers
Claims Adjusters & Examiners
Clergy • Clerk Typists
Coaches • Cobblers
Community Health Aides
Computer Programmers
Computer Operators
Construction Superintendents
Correctional Officers & Jailers
Counselors • Dental Assistants
Dental Hygienists • Dentists
Dietitians • Dispatchers
Drafters • Economists
Education Administrators
Education Program Specialists
Electrical Engineers
Electronics Technicians
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics
Employment Interviewers
Engineering Technicians
Engineers (miscellaneous)
Financial Managers
Flight Attendants
Free-lance Writers
Front Desk Clerks
Funeral Directors & Embalmers
General Office Clerks
Geologists • Hairstylists
Health & Safety Inspectors
Health Service Administrators
Home Health Aides
Hotel & Motel Managers
Insurance Salespeople
Interior Designers & Decorators
Law Enforcement Officers
Lawyers • Legal Secretaries
Legal Assistants • Librarians
Library Assistants
Licensed Practical Nurses
Loan Officers
Mathematicians & Statisticians
Mechanical Engineers
Medical Assistants
Medical Laboratory Technicians
Medical Record Technicians
Medical Secretaries
Meteorologists • Millwrights
Mining Engineers
Nurse Practitioners
Occupational Therapists
Oceanographers
Office Machine Repairers
Office Managers • Opticians
Opticians
Personnel Officers
Petroleum Engineers
Petroleum Processing Occupations
Pharmacists • Physical Therapists
Physical Scientists
Physician Assistants
Physicians
Pilots & Flight Engineers
Plant Scientists • Postal Clerks
Production Superintendents
Radio & TV Service Technicians
Radiologic Technologists
Real Estate Brokers & Salespeople
Receptionists
Registered Nurses
Respiratory Therapists
Restaurant Managers
Route Salespeople
Sales Clerks • Salespersons
Secretaries • Security Salespeople
Ship Officers & Engineers
Shipping & Receiving Clerks
Small Business Operators
Social Scientists
Speech Pathologists & Audiologists
Stationary Engineers
Stock Clerks • Surveyor Helpers
Surveyors • Systems Analysts
Teacher Aides
Telephone Installers & Repairers
Travel Agents
Truck & Heavy Equipment Mechanics
Underwriters • Upholsterers
Veterinarians
Water & Sewage Plant Operators

9. Occupations using detailed arithmetic or measuring skills:

Accountants & Auditors
Accounting & Statistical Clerks
Air Traffic Controllers
Bank Tellers • Biologists
Bookkeepers
Buyers & Purchasing Agents
Civil Engineers
Claims Adjusters & Examiners
Clerk Typists
Community Health Aides
Computer Operators
Computer Programmers
Data Entry Operators
Dental Assistants
Dentists • Dispatchers
Drafters
Education Program Specialists
Electrical Engineers
Electronics Technicians
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics
Engineering Technicians
Financial Managers
General Office Clerks • Geologists
Hotel & Motel Managers
Lawyers • Legal Secretaries
Legal Assistants • Librarians

10. Occupations using detailed arithmetic or measuring skills:

Accountants & Auditors
Accounting & Statistical Clerks
Air Traffic Controllers
Appraisers • Architects
Bank Tellers • Biologists
Bookkeepers • Bricklayers
Broadcast Technicians
Buyers & Purchasing Agents
Carpenters • Cartographers
Cashiers & Grocery Checkers
Chefs & Dinner Cooks
Chiropractors • Civil Engineers
Clothes Designers & Patternmakers
Community Health Aids
Computer Maintenance Technicians
Computer Operators
Computer Programmers
Construction Superintendents
Counselors
Dental Laboratory Technicians
Dentists • Dietitians
Drafters • Economists

Who ARE You Anyway? Quiz Answers

Loan Officers • Mail Carriers
Mechanical Engineers
Medical Assistants
Medical Record Technicians
Municipal Secretaries
Nail Technicians
Nursing Engineers
Office Machine Operators
Personnel Managers
Physical Therapists • Physical Scientists
Physician Assistants • Physicians
Pipe Fitters & Steamfitters
Police Officers
Postal Clerks
Radio & TV Broadcasters
Real Estate Brokers & Salespeople
Registered Nurses
Restaurant Managers
Secretaries
Shipping & Receiving Clerks
Small Business Operators
Social Scientists
Speech Pathologists & Audiologists
Stock Clerks • Systems Analysts
Teacher Aides
Telecommunications Operators
Travel Agents • Underwriters
Water & Sewage Plant Operators
Word Processing Machine Operators

11. Artistic occupations:
Architects
Clothes Designers & Patternmakers
Commercial Artists & Designers
Cosmetologists
Free-lance Writers
Handwriters
Interior Designers & Decorators
Jewelers • Models
Museum Curators
Performing Artists
Photofinishers • Photographers
Radio & TV Broadcasters
Seamstresses & Tailors
Upholsterers • Writers & Editors

12. Scientific occupations:
Biologists • Chiropractors
Civil Engineers
Community Health Aides
Dental Assistants
Dental Hygienists • Dentists
Dietitians • Electrical Engineers
Emergency Medical Technicians/Paramedics
Engineers (miscellaneous)
Geologists
Health & Safety Inspectors
Health Technicians
Laboratory Testers
Licensed Practical Nurses
Mechanical Engineers
Medical Assistants
Medical Laboratory Technicians
Meteorologists
Mining Engineers
Nurse Practitioners
Occupational Therapists
Oceanographers • Optometrists
Park Rangers
Petroleum Engineers
Pharmacists • Physical Scientists
Physical Therapists
Physician Assistants • Physicians
Plant Scientists
Psychologists Technicians
Registered Nurses
Respiratory Therapists
Sanitarians
Speech Pathologists & Audiologists
Veterinarians

13. Horticulture/veterinary occupations:
Animal Caretakers
Aquaculture Workers
Farmers & Ranchers
Groundskeepers & Gardeners
Veterinarians

14. Security occupations:
Air Traffic Controllers
Correctional Officers & Jailers
Fire Fighters • Flight Attendants
Health & Safety Inspectors
Law Enforcement Officers
Military Enlisted Personnel
Park Rangers • Recreation Guides
Security Guards
Ship Officers & Engineers
Village Public Safety Officers

15. Mechanical/technical occupations:
Aircraft Mechanics
Appliance Repairers
Automobile Mechanics • Bakers
Body & Fender Repairers
Broadcast Technicians
Building Maintenance Workers
Computer Service Technicians
Dental Laboratory Technicians
Electronics Technicians
Engineering Technicians
Glaziers • Health Technicians
Heating & Cooling System Mechanics
Electricians • Marine Mechanics
Meat Cutters
Mechanical Engineers
Millwrights
Occupational Therapists
Office Machine Repairers
Opticians • Photographers
Physical Therapists • Plumbers
Printing Production Occupations
Service Station Attendants
Small Engine Repairers
Stationary Engineers
Truck & Heavy Equipment Mechanics
Village Public Safety Officers
Water & Sewage Plant Operators
Welders

16. Precision occupations:
Accounting & Bookkeeping Clerks
Air Traffic Controllers
Automotive Workers
Bank Tellers • Biologists
Bookkeepers
Cashiers & Grocery Checkers
Clerk Typists
Clothes Designers & Patternmakers
Computer Operators
Data Entry Operators
Dental Assistants
Dental Hygienists • Dentists
General Office Clerks
Geologists
Interior Designers & Decorators
Jewelers • Lawyers
Legal Assistants
Legal Secretaries • Librarians
Library Assistants • Machinists
Medical Record Technicians
Medical Secretaries
Meteorologists
Oceanographers • Optometrists
Pharmacists • Physical Scientists
Physician Assistants • Physicians
Plant Scientists
Quality Control Inspectors
Railroad Conductors
Receptionists • Sanitarians
Seamstresses & Tailors
Secretaries • Stenographers
Surveyor Helpers
Teacher Aides
Telecommunications Operators
Ticket Agents • Travel Agents
Upholsterers • Veterinarians
Woodworking Machine Operators
Word Processing Machine Operators

17. Sales occupations:
Automobile Salespeople
Business Service Salespeople
Insurance Salespeople • Models
Operators
Radio & TV Broadcasters
Real Estate Brokers & Salespeople
Route Salespeople • Sales clerks
Sales Representatives
Salespersons
Securities Salespeople

18. Tourism related occupations:
Bartenders
Bus & Taxi Drivers • Busboys
Cooks • Cooks
Flight Attendants
Front Desk Clerks
Law Enforcement Officers
Librarians • Museum Curators
Pharmacists
Railroad Brake Operators
Railroad Conductors
Receptionists
Recreation Guides
Recreation Leaders
Seamstresses & Tailors
Telecommunications Operators
Tour Guides • Travel Agents
Waiters/Waitresses

19. Occupations using persuasion:
Automobile Salespeople
Business Executives
Business Service Salespeople
Clergy • Coaches
Education Administrators
Elementary & Secondary Teachers
Health Service Administrators
Hotel & Motel Managers
Insurance Salespeople • Lawyers
Military Officers
Office Managers
Pilots & Flight Engineers
Public Administrators
Public Relations Workers
Radio & TV Broadcasters
Real Estate Brokers & Salespeople
Recreation Directors & Supervisors
Restaurant Managers
Route Salespeople
Sales Representatives
Sales & Service Managers
Salespeople
Securities Salespeople
Stockbrokers
Ship Officers & Engineers
Small Business Operators
University & College Teachers

20. Occupations using manual dexterity:
Aircraft Mechanics
Appliance Repairers
Automobile Mechanics
Body & Fender Repairers
Broadcast Technicians
Cartographers • Clerk Typists
Clothes Designers & Patternmakers
Commercial Artists & Designers
Computer Maintenance Technicians
Data Entry Operators
Dental Assistants
Dental Hygienists
Dental Laboratory Technicians
Dentists • Drafters
Electricians
Electronics Technicians
Food Processing Workers
Hair Stylists • Handcrafters
Health Technicians • Jewelers
Legal Secretaries • Linepersons
Machinists • Marine Mechanics
Millwrights
Office Machine Repairers
Opera • Opticians
Printing Production Occupations
Radio & TV Service Technicians
Seamstresses & Tailors
Secretaries
Small Engine Repairers
Stenographers
Telephone Installers & Repairers
Truck & Heavy Equipment Mechanics
Upholsterers
Woodworking Machine Operators
Word Processing Machine Operators

21.
Aircraft Mechanics
Airline Ground Crew
Animal Caretakers
Aquaculture Workers
Automobile Mechanics
Bakers • Bartenders
Body & Fender Repairers
Boilermakers • Bricklayers
Building Maintenance Workers
Busperbons
Cannery & Frozen Food Workers
Carpenters • Cement Masons
Chefs & Dinner Cooks
Child Care Workers
Choker Setters
Coal & Mineral Mining Occupations
Construction Laborers
Counter Attendants
Deckhands • Electricians
Emergency Medical Technicians/Paramedics
Fishers & Hunters
Farmers & Ranchers
Fire Fighters
Floor & Carpet Layers
Food Processing Workers
Foresters
Forestry Technicians
Fork Lift Operators
Freight Handlers • Fry Cooks
Glaziers • Grocery Baggers
Groundskeepers & Gardeners
Heating & Cooling System Mechanics
Insulation Installers
Ironworkers • Janitors
Kitchen Helpers
Laundry & Dry Cleaning Workers
Law Enforcement Officers
Licensed Practical Nurses
Linepersons
Log Handling Occupations
Machinists
Mail Carriers
Meat Cutters
Messengers
Military Enlisted Personnel
Millwrights
Nurse Aides & Orderlies
Oilers
Packers & Wrappers
Painters
Park Rangers
Petroleum Derrick Operators
Physical Therapists
Plasterers & Drywall Installers
Plumbers & Pipefitters
Postal Clerks
Printing Production Occupations
Professional Athletes
Psychiatric Aides
Pulp & Paper Workers
Railroad Maintenance Workers
Railroad Brake Operators
Railroad Engineers
Recreation Leaders
Recreation Guides
Roofers
Room Cleaners
Rotary Drillers
Route Salespeople
Shipping & Receiving Clerks
Stationary Engineers
Stock Clerks
Surveyor Helpers
Surveyors
Telephone Installers & Repairers
Truck & Heavy Equipment Mechanics
Village Public Safety Officers
Waiters & Waitresses
Welders
Woodworking Machine Operators
Yarding & Loading Occupations

WHAT JOB IS BEST FOR ME?

After completing your personal assessment, you should have a pretty good idea what types of careers you're interested in. However, don't feel locked into your choices. At this point in your life, you can afford to experiment a little in different jobs to see what you like best. But here's a point to remember: even though your interests and aptitudes seem to fall in a particular area, that doesn't necessarily qualify you for the work at hand.

To find out the requirements of the careers you're interested in, you need to do career research. Job research is more than finding out the names and addresses of companies. (That comes later when you're ready to look for a job.) It means finding out nitty-gritty details about salaries, benefits, work environments, training requirements, and availability of jobs. When looking into potential careers, ask yourself these questions and do some careful research to find the answers. Once this is done, you'll have a much clearer picture of whether or not a specific job strikes your fancy.

What type of work is involved in this occupation?
- Do my personality traits and characteristics match the career area I'm interested in?
- What type of training do I need to do this job successfully?
- What are the responsibilities of the job?
- What type of people will I be working with/for?
- What will my working hours be?
- Is there shift work involved?
- Is overtime required? How often?
- Will I be required to travel?

2. What type of work environments can I expect to find?
- Where, geographically, is my job or interest located?
- Is this job physically demanding?
- Are there any potential hazards associated with the job?

3. How many people are employed in this occupation now?
- What is the average number of job openings?
- What does the future look like for this occupation?

4. What are the possibilities of job and salary advancement in this job?
- Are there definite career paths available for this position?
- Is on-the-job training required for this position?
- Is there tuition assistance should I decide to further my education?

5. What's the company all about?
- Do I like the company's overall structure and policies?
- What benefits does the company offer?

By finding out the answers to these question, you should get a pretty good idea as to whether or not a particular career path is the right road to travel.

WHERE THERE'S A WILL THERE'S A WAY

Because the demand for student aid exceeds the supply of dollars available, most financial aid programs are limited to students who can show that they need money according to a nationally accepted formula. If you can demonstrate a need, chances are that you will qualify for some kind of financial aid no matter what your age might be or what kind of training you might be interested in.

Whether you want to become a doctor or an auto mechanic, a teacher or a teacher's aide, financial assistance is available to help pay the education bill for those who need it. The federal and state governments, colleges, and a wide variety of private organizations are all potential sources of financial aid.

SOURCES OF STUDENT FINANCIAL AID

SOURCE	TYPE OF AID	REQUIREMENTS	HOW TO APPLY	CONTACT
STATE	**STUDENT ASSISTANCE AWARD (TSAA)** - Nonrepayable grant for undergraduate students - A maximum of $1,250 per year for 1989-90 at Tennessee colleges, universities, technical institutes - public or private - Need based	Tennessee Resident Must apply for Pell Grant U.S. citizens given priority	Tennessee Family Financial Statement (FFS/ACT) or Tennessee Financial Aid Form (FAF/CSS)	Tennessee Student Assistance Corp. (TSAC) Suite 1950, Parkway Towers 404 James Robertson Parkway Nashville, Tennessee 37219-5097 Call Toll-free within TN 1-800-342-1663
	TEACHER LOAN/SCHOLARSHIP PROGRAM - Persons who plan to teach math, science, or art and music at elementary level public schools in Tennessee - Persons who plan to teach in a geographically disadvantaged area of Tennessee - Up to $1,500 per academic year with a maximum of $6,000 for a 4-year period	Tennessee Resident	Teacher Loan/Scholarship Application	TSAC
	STAFFORD STUDENT LOAN (FORMERLY GSL) - Long-term, low interest loan from private lenders - Undergraduate and graduate students carrying at least one-half the normal academic load at an eligible institution - Need based; must apply for Pell Grant - Up to $2,625 per year for first and second year undergraduates; $4,000 per year for undergraduates who have successfully completed the first and second year, but have not completed their program; $7,500 for graduate or professional; maximum total of $17,250 for undergraduates or a total of $54,750 for undergraduate and graduate study combined	Tennessee Resident or Out-of-State Resident attending a Tennessee School	Stafford Student Loan Application	TSAC
	PARENT PLUS LOAN - Long term, variable interest rate not to exceed 12% - Up to $4,000 per year; $20,000 cumulative - Repayment starts within 60 days after loan is disbursed	Tennessee Resident or a non-resident parent, whose dependent is attending an eligible TN school	PLUS Application	TSAC
	SUPPLEMENTAL LOAN FOR STUDENTS (SLS) - Long term, variable interest rate not to exceed 12% - Up to $4,000 per year; $20,000 cumulative - Eligibility for Pell Grant and Stafford Loan must be determined before SLS application can be completed	Tennessee Resident or non-resident attending an eligible Tennessee institution	SLS Application	TSAC
	TENNESSEE ACADEMIC SCHOLARS PROGRAM - Entering freshmen with 3.5 high school GPA and an ACT or SAT in top 5% - Up to $4,000 annually for a maximum of 4-years to attend a Tennessee college or university - Highly competitive	Tennessee Resident	Tennessee Academic Scholars Program Application	TSAC
	PAUL DOUGLAS TEACHER SCHOLARSHIP PROGRAM - Entering freshmen who were in top 10% of their high school class and had a 3.0 GPA - Up to $6,000 per year to pursue elementary or secondary teacher certification - Recipients incur an obligation to teach two (2) years for each year the award is received	Tennessee Resident	Paul Douglas Teacher/ Scholarship Application	TSAC

WHERE THERE'S A WILL THERE'S A WAY

SOURCE	TYPE OF AID	REQUIREMENTS	HOW TO APPLY	CONTACT
FEDERAL (Direct)	**PELL GRANT** - Direct nonrepayable grant from the Federal government to the student - Enrolled at least half-time - Usually limited to 5 full years of study - Maximum for 1989-90 - $2,300	Undergraduate Student	Application for Federal Student Aid, Family Financial Statement (FFSA/CT) or Financial Aid Form (FAF/CSS)	Federal Student Aid Information Center 800-333-INFO Applications available thru high school counselors, Financial Aid Offices and TSAC
PRIVATE	Many foundations, corporations, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor, and usually there is a direct relationship between the student and the sponsoring organization. High school counselors usually know about available local programs. The employer of the student's parent(s) may be a corporation sponsor.		— High School Counselor — or — College Financial Aid Office —	
INSTITUTION	Most institutions have student aid programs consisting of scholarships, grants, or institutional employment.	Undergraduate student carrying at least one-half of a normal academic load	In most cases, a Family Financial Statement (FFSA/CT) or Financial Aid Form (FAF/CSS) is required. In addition, many schools require an institutional Financial Aid Form.	Student Financial Aid Office at the institution selected by the student
	In addition, the following federally funded programs are processed through the institution:			
	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) - Nonrepayable grant to the student by the school - Up to a maximum of $4,000	Undergraduate	Family Financial Statement (ACT) or Financial Aid Form (CSS)	Student Financial Aid Office at the institution selected by the student
	NATIONAL DIRECT STUDENT LOAN (NDSL) - Long term low interest loan from the school - Up to $4,500 for first two years, $9,000 as undergraduate; $18,000 for undergraduate and graduate study	Undergraduate or Graduate		
	COLLEGE WORK-STUDY PROGRAM (CWSP) - Part-time jobs for student - Amounts vary with wages and number of hours worked	Undergraduate or Graduate		
OTHER	The benefits from Veterans' Administration and Vocational Rehabilitation may be available to qualified students. The student should contact the local agency if he is eligible for this assistance.		— The Agency providing the Special Assistance —	

REFERENCES

Need A Lift?
(An excellent booklet on student aid)
Local American Legion Post
or
The American Legion
P.O. Box 1055
Indianapolis, Indiana 46206

Applying for Financial Aid
American College Testing (ACT)
Box 168
Iowa City, IA 52234

Meeting College Costs
College Scholarship Service (CSS)
Box 176
Princeton, New Jersey 07540

WHERE CAN I GET ADDITIONAL INFORMATION?

If the financial aid officer at your school cannot answer your questions, you may call or write to TSAC for additional information.

Tennessee Student Assistance Corporation
Suite 1950, Parkway Towers
404 James Robertson Parkway
Nashville, Tennessee 37219
(615) 741-1346
(800) 447-1523 in Tennessee
(800) 257-6526 out of Tennessee

COLLEGE OR THE MILITARY?

Chances are you will need to take one of these tests:

THE SCHOLASTIC APTITUDE TEST (SAT):

The SAT is a three-hour, multiple choice test that measures the verbal and mathematical abilities you have developed over the years, both in and out of school. CHECK WITH YOUR GUIDANCE COUNSELOR FOR YOUR FREE COPY OF TAKING THE SAT, which has examples of the exam.

THE ACHIEVEMENT TESTS:

These are one-hour, multiple-choice tests in specific subjects. Unlike the SAT, which measures more general abilities, Achievement Tests measure your knowledge of particular subjects and your ability to apply that knowledge. TAKING THE ACHIEVEMENT TESTS, a free booklet available from your guidance counselor, has detailed information.

(Source: The College Board, 1988)

THE ACT ASSESSMENT:

The ACT measures skills in four major areas of curriculum: English, Mathematics, Social Studies, and natural science. ASK YOUR COUNSELOR FOR YOUR FREE COPY OF "Preparing for the ACT Assessment."

(Source: The American College Testing Program, 1988)

THE ARMED SERVICES VOCATIONAL APTITUDE AND BATTERY TEST (ASVAB)

Get a head start on finding your career area! Take the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB is totally free to students and to schools. It is given primarily to juniors and seniors in high schools, during school hours. The ASVAB has many resource tools to help you make a decision about further education and career fields. One of these resources is the Military Career Guide, which contains information about enlisted occupations, officer occupations, and civilian occupations. Another resource, Exploring Careers: The ASVAB Workbook, helps you to answer these questions and gets you started in exploring careers and making the right decision.

For more information about the ASVAB or the date of the ASVAB at your high school, contact your school guidance counselor or the ASVAB Test Specialist in your geographic area:

(Nashville) Phyllis H. Brenan, (615) 833-8406
(Knoxville) Al Matlock, (615) 523-4883
(Memphis) J. B. Smiley, (901) 528-0456

ANNOUNCEMENT OF 1989-1990 EXAMINATION & TEST DATES:

SAT

Test Dates	Tests	Registration Deadlines	Cost and Locations
November 4, 1989	SAT and Achievement Tests	Sept. 29, 1989	Check with your local guidance counselors
December 2, 1989	SAT and Achievement Tests	Oct. 27, 1989	*
January 27, 1990	SAT and Achievement Tests	Dec. 22, 1989	*
March 31, 1990	SAT only	Feb. 23, 1990	*
May 5, 1990	SAT and Achievement Tests	March 30, 1990	*
June 2, 1990	SAT and Achievement Tests	April 27, 1990	*

The ACT Assessment

Test Dates	Registration Deadlines	Late Registration Deadline Dates*	Cost and Locations
October 28, 1989	Sept. 27, 1989	Oct. 16, 1989	Check with your local guidance counselors
December 9, 1990	Nov. 10, 1989	Nov. 27, 1989	*
February 10, 1990	Jan. 12, 1990	Jan. 29, 1990	*
April 7, 1990	Mar. 9, 1990	Mar. 26, 1990	*
June 9, 1990	May 11, 1990	May 28, 1990	*

*If you miss the regular deadline, you may register by the late deadline above and must pay a late handling fee.

VOCATIONAL EDUCATION... A POSITIVE ALTERNATIVE

MARKETING
Program Description

Marketing Education represents a body of instruction focused on marketing, including merchandising and management. It includes multiple instructional programs to meet the education and training needs of youth and adults who have employment or self-employment goals in marketing or have employment goals in another career field and wish to acquire marketing competencies as part of their preparation.

Instructional Program

Instructional programs in Marketing Education reflect the scope of marketing in the economy and are responsive to career opportunities in

- Apparel and accessories marketing
- Business and personal services marketing
- Entrepreneurship
- Financial services marketing
- Floristry, farm, and garden supplies marketing
- Food marketing
- General marketing, e.g.: industrial sales, international marketing, marketing management
- Home and office products marketing
- Hospitality and recreation marketing
- Insurance marketing
- Real estate marketing
- Transportation and Travel marketing
- Vehicles and petroleum

Curriculum

In broad terms, successful workers in marketing are skilled in the functions of marketing, know how to relate to people, are computer literate and able communicators, reflect a positive work ethic, draw on all of their educational achievements, know their product or service area, and apply economic understandings in a private enterprise system and international commerce.

A variety of "hands-on, minds on" methods are used to make instruction vocationally relevant. Applied learning takes the form of cooperative part-time employment, commonly referred to as cooperative education, job/cluster specific in-school projects and laboratory experiences, and other goal-directed activities.

Where Offered

Marketing Education, when delivered as a part of the nation's system of vocational education, is offered in all types of educational institutions including career preparation programs at the baccalaureate or higher degree levels. Marketing Education programs are mainly offered in high schools, two-year postsecondary institutions, and four-year postsecondary institutions.

For more information on these three programs, contact your local guidance counselor or your school's Vocational Education Department.

Skills To Learn

The marketing Co-op program will prepare you for

- Retail and wholesale salesmanship
- Fashion merchandising
- Floristry, garden, or hardware marketing
- Financial services
- Entrepreneurship
- Food marketing
- Insurance marketing
- Restaurant marketing
- Sales promotion (advertising and display)
- Service station retailing
- Recreation marketing
- Business services
- General merchandising
- Personal services

COOPERATIVE EDUCATION

Situation: Adrien is an eleventh grader interested in trade and industrial occupations. He leaves school early each day to work with a welder in a nearby plant. He gets high school credit, on-the-job experience, and a decent pay. How does he do it?

Situation: Terri finishes high school in May. She already has on-the-job experience from a local textile company, high school credits, a job offer, and money to assist with further training. How did Terri get so lucky?

Cooperative Education or "Cooperative Methods of Instruction" provides an excellent opportunity for young adults to participate in a program that combines classroom instruction with on-the-job training. Through written cooperative arrangements between the school and employers, a student receives instruction by alternation of study in a vocational program at school with employment in a related occupational field. The two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and employability.

The three key persons involved—the coordinator or teacher-coordinator, the employer, and the student—develop an individualized training plan for the competencies that the student will develop in the classroom and in the workplace. The plan is monitored and progress evaluated on a regular basis. Students may receive one to three hours of credit during their terminal level of vocational education for the supervised work experience.

APPRENTICESHIP
Earn While You Learn

Apprenticeship, a centuries-old training system, is a great way to learn a trade and earn a living at the same time. Although apprenticeship in one form or another has existed for 4,000 years, many people today are unaware of the important role it plays in providing and maintaining the necessary supply of skilled craftspeople in industry.

An apprentice is "a person who contracts with an employer to learn a skilled occupation under a specific training plan." This commitment to learn a skilled occupation calls for on-the-job training and classroom instruction called related training. Thus, performance skills are learned and practiced on the job as a full-time productive employee while the theory and technical aspects of the occupation are learned in the classroom.

For several years the Bureau of Labor and Industries has aggressively pursued recruitment of women and minorities into apprenticeship programs. Consequently, apprenticeship opportunities are equally available to everyone regardless of race, color, age, sex, religion, or national origin.

For those who can qualify and are willing to put forth honest effort, an apprenticeship and training program offers an exciting challenge. It offers an opportunity to earn and learn at the same time and leads to job security through development of a recognized skill. An apprenticeship provides a means to high income and a higher standard of living.

Special Services

FOR PERSONS WITH DISABILITIES

Tennessee Vocational Rehabilitation Program provides services to help people who have handicapping conditions enter or return to employment and become independent.

The program is open to anyone who has a physical or mental handicap which interferes with the individual's ability to prepare for an occupation or to compete successfully for a job. In general, any disabled person of work age who has a substantial handicap to employment who can benefit from services in terms of employment may be considered eligible.

In every case the individual's disability must be medically determinable. A general medical examination, and if needed, special medical examination or psychological or vocational evaluations are secured by the agency to assist in evaluating work potential and selecting an occupational goal consistent with this potential.

Individuals determined eligible receive services tailored to their needs based upon a thorough evaluation of their strengths and weaknesses.

Services may include

VOCATIONAL COUNSELING AND GUIDANCE - This service is provided by a rehabilitation counselor and is designed to give the handicapped individual direction and preparation for work for which he is best suited.

DIAGNOSTIC EXAMINATIONS - This service is provided to determine the nature and extent of the disability and to evaluate work potential.

MEDICAL TREATMENT - Medical, surgical and hospital care may be provided to remove or reduce the effect of the disability.

PHYSICAL AIDS - Artificial limbs, braces, hearing aids, eyeglasses, or other aids and devices may be provided that will increase the individual's ability to work.

TRAINING - On-the-job, trade, business, college, or other types of training can be provided as appropriate for the individual.

READER AND INTERPRETER SERVICES - These services may be provided where needed to allow the blind or deaf to participate in a rehabilitation program.

MAINTENANCE AND TRANSPORTATION - These services may be provided in limited instances where needed to allow a handicapped individual to participate in a rehabilitation program.

OCCUPATIONAL TOOLS, EQUIPMENT - These services where essential for success on a job may be provided in limited instances.

JOB PLACEMENT AND FOLLOW-UP SERVICES - These services are provided to help the individual with a disability obtain appropriate work and to assist him in remaining employed.

Rehabilitation services are financed from federal and state funds. As a publicly funded program, the agency attempts to serve the largest possible number of handicapped individuals in the most economical way by using all available resources.

Some of the services offered through the program may be provided to eligible individuals, regardless of financial circumstances, while others are provided only to the extent that the client cannot provide for himself.

The Division of Rehabilitation Services also operates a network of vocational training centers across the state, as well as a comprehensive rehabilitation center for the severely disabled, blind, and multiply handicapped. To receive services from these facilities a person must apply and become a client of the vocational rehabilitation program.

These special services offered through the Vocational Rehabilitation Program are designed to help students make a smooth transition from school to the work force and become productive and independent.

Services of the Tennessee Division of Rehabilitation Services are provided on a non-discriminatory basis without regard to handicap, race, sex, age, creed or national origin in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title V of the Vocational Rehabilitation Act of 1973.

For further information about vocational rehabilitation services, contact the Division of Rehabilitation Services at the nearest regional office listed below.

Region 1 - UPPER EAST TENNESSEE
(Telephone: 615-929-9142)
905 Buffalo Street
Johnson City, TN 37605

Region 2 - EAST TENNESSEE
Counties Surrounding Knoxville
(Telephone: 615-594-6054)
State Office Building
531 Henley Street, Suite 204
Knoxville, TN 37902

Region 2-A - KNOX COUNTY
(Telephone: 615-673-6720)
State Office Building
531 Henley Street, Suite 303-B
Knoxville, TN 37902

Region 3 - SOUTHEAST
Counties Surrounding Hamilton
(Telephone: 615-634-6410)
540 McCallie Avenue, Fifth Floor
Chattanooga, TN 37402

Region 3-A - HAMILTON COUNTY
(Telephone: 615-493-6056)
1501 Riverside Drive
Chattanooga, TN 37406

Region 4 - UPPER CUMBERLAND
(Telephone: 615-526-9576)
Midtown Plaza, 100 East Broad
Cookeville, TN 38501

Region 5 - MIDDLE TENNESSEE
Counties Surrounding Davideon
(Telephone: 615-741-2111)
1720 West End, Room 301
Nashville, TN 37203

Region 5-A - DAVIDSON COUNTY
(Telephone: 615-741-1606)
88 Hermitage Avenue
Nashville, TN 37210

Region 6 - SOUTH MIDDLE TENNESSEE
(Telephone: 615-380-2563)
6011 Mt. Pleasant Highway
P.O. Box 457
Columbia, TN 38401

Region 7 - NORTHWEST TENNESSEE
(Telephone: 901-855-4880)
Highway 45 By-Pass, P.O. Box 8
Trenton, TN 38382

Region 8 - SOUTHWEST TENNESSEE
(Telephone: 901-423-5620)
225 Martin Luther King Boulevard
Suite 104-A, Box 15
Jackson, TN 38301

Region 9 - SHELBY COUNTY
(Telephone: 901-543-7301)
State Office Building
170 North Main Street, Room 802
Memphis, TN 38103

BIG STEPS TO JOB SEARCH

Before you get almost any job, you will have an employment interview. That interview is probably the most important single step to a job. Your career, more than any other factor, determines your life style—the kind of people you work with every day, your leisure activities, and your standard of living. A satisfying career is important to your happiness. That's why career planning and decision-making is such an important process.

Most people will change their career FIVE times in the course of their lives. Once they understand the career decision-making process, they can use it over and over again to make sure that their choices lead to satisfying changes.

WHERE TO BEGIN
LETTER OF APPLICATION

The letter of application is probably one of the best ways to get an interview. When you write a possible employer to ask for an interview you may want to send a resume* with your letter. The letter should be neat, be easy to read and have no mistakes.

THE APPLICATION FORM

Most employers will have you fill out a work application* when applying for a job. The application is of great importance both to the employer and to you. Employers use work applications in selecting people to interview for job openings, and your application* is representing you.

*(Your guidance counselor has more detailed information on how to fill out the resume and application)

THE RESUME

A resume is a brief written description of work experience, education, job-related personal traits, and career goals. It advertises you to the employer, and its main purpose is to get you an interview. It should be organized to attractively present

- Who you are
- What you have learned
- What you have done
- What kind of work you want
- Why you should be chosen over other applicants

Most importantly, a resume should answer one basic question: What can you do for the employer?

Know thyself. Begin by assembling information about yourself. Some items, including the following, appear on virtually every resume.

- **Current address and phone number.** If you are rarely at home during business hours, try to give the phone number of a friend or relative who will take messages for you.
- **Job sought or career goal.**
- **Experience (paid and volunteer).** Include dates of employment, name and full address of the employer, and job title.
- **Education.** List the school's name, the city in which it is located, the years you attended it, the diploma or certificate you earned, and the course of studies you pursued.
- **Other qualifications.** Include hobbies, organizations you belong to, honors you have received, and leadership positions you have held.
- **Office machines, tools, and equipment you have used and skills you possess.**

Know thy job. Next gather specific information about the jobs you are applying for. You need to know the pay range, education and experience usually required, hours and shifts usually worked. Most importantly, you need to know the job duties (so that you can describe your experience in terms of those duties).

Two kinds of resumes. Basically, you can either describe your most recent job first and work backwards (reverse chronology) or group similar skills together.

Always have a resume on hand. Carry a resume and a copy of other frequently requested information (such as previous addresses) when visiting potential employers, in case you must fill out an application on the spot. Whenever possible, however, fill the form out at home and mail it in with a resume and a cover letter that point out your strengths.

CHECK YOUR PERSONAL APPEARANCE

Before you leave for the interview, check your appearance. Be neat, clean, with hair combed, fingernails clean, and shoes shined. Don't wear skin tight jeans, slacks, or party dresses. Flashy jewelry, heavy makeup, and strong perfume are out!

GO TO THE INTERVIEW ALONE

The employer is interested in you and in the way you present yourself. The employer doesn't want to hear what your relatives or friends think of your qualifications. Go to the interview alone.

ARRIVE EARLY

Get to the interview a few minutes ahead of time. If you are not familiar with the area, do a "practice run" with your means of transportation— bus, car, etc. Present yourself in a straightforward manner. Let the receptionist know who you are and whom you wish to see.

BE ALERT DURING THE INTERVIEW

Sit up straight and look alert during the interview. Try to be at ease and to answer the employer's questions in a businesslike manner.

INFORMATION TO TAKE WITH YOU

- Social Security number
- Driver's license number
- Resume. Although not all positions require job applicants to bring a resume, you should be able to furnish the interviewer with information about your education and previous employment.
- Usually an employer requires three references. Get permission from people before using their names. If you can avoid it, do not use the names of relatives. For each reference, give the following information: name, address, telephone and occupation. Your resume should be typed even if you have to pay someone to do it.

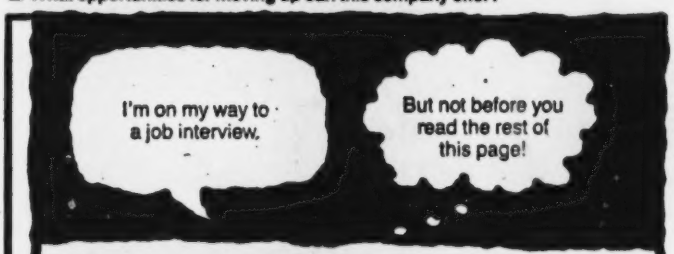
QUESTIONS FOR THE JOB INTERVIEW

Questions You May Be Asked by the Interviewer:

- Where did you hear about us?
- What is your background?
- What does your current job include?
- What is or was your best subject in school? Your worst? Your favorite?
- If you had a job of any choice, what would you choose to do?
- Why do you want to work for our company?
- What are your short-term and long-term goals?
- What kind of contribution can you make to our company?
- Where do you see yourself in this company in the next five years? Ten years?

Questions You May Want To Ask the Prospective Employer:

- Will you describe a typical job for me? What would the daily duties for the job be?
- Does the company have a policy of promoting from within, or do you usually look outside the company for the top jobs?
- What kind of person do you hope to hire for this job?
- What is the turnover rate (how often people leave) for this job in your company?
- How does this work area of the company fit into the company as a whole?
- What problems do you hope to have solved by the person you hire?
- What opportunities for moving up can this company offer?



DO'S FOR THE JOB INTERVIEW

- Be prepared to state your purpose when you arrive for the interview.
- Shake hands firmly and stand until offered a chair.
- Learn the interviewer's name and use it.
- Be pleasant and friendly but businesslike.
- Ask questions—after all, you want to make sure the job is right for you.
- Be positive and stress your strong points. Be honest about your weaknesses, but don't dwell on them.
- Be prepared to state the salary you want, but not until the employer has brought up the subject.
- Tell the employer you are interested in the job and why you think you are qualified.
- Remember to thank the employer for interviewing you.
- If the employer does not tell you when you will hear about the job, ask when you may call to learn his decision.

DON'T'S FOR THE JOB INTERVIEW

- Don't plead for a job or a chance.
- Never say "I'll take anything." Instead say that you'll work hard, especially if there is a chance to move up.
- In discussing jobs you held before, don't criticize former employers or co-workers.
- Don't discuss your personal problems, home problems, or money problems unless you are specifically asked. Try to answer only what relates to the job.
- Don't smoke, even if the interviewer does.
- Don't tell a prospective employer about other jobs you applied for and were turned down.
- Don't apologize for lack of experience or training; stress your strong points instead, such as your ability to learn quickly, assume responsibility, etc.
- Don't hang around after the interview.
- Don't argue; be diplomatic and show that you have a good understanding of how to get along with other people.

AFTER THE INTERVIEW

- What points did I make that seemed to interest the employer?
- Did I present my qualifications well? Did I overlook any that would help get the job?
- Did I pass up any clues that might have shown me the best ways to "sell" myself?
- Did I learn all that I needed to know about the job I was trying to get? Did I forget or hesitate to ask about certain things that are important to me?
- Did I talk too much? Did I talk too little?
- Was I dressed in the right manner?
- Was I too aggressive? Not aggressive enough?

THE MILITARY— MAKING IT WORK FOR YOU

The military is the largest employer in the nation, employing more than 1.8 million enlisted men and women and more than 300,000 officers. As a large employer, the military offers a wide range of career opportunities. Together, the Army, Navy, Air Force, Marine Corps, and Coast Guard offer training and employment in thousands of jobs.

More than three-fourths of all military occupations have counterparts in the civilian world of work. For example, dental hygienist, air traffic controller, computer programmer, aircraft mechanic, and electronic technician occupations exist in both the military and civilian work forces.

Everyone enters the military as either an enlistee or an officer. Most people enter the military as enlistees or recruits. Today's military is the largest employer of high school graduates entering the work force full time. Each year, more than 300,000 young men and women, most of whom are recent high school graduates, join the enlisted forces of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

JOB ASSIGNMENT

The types of job assignments and the areas to which service members are assigned (overseas and within the continental United States) depend on the missions and the needs of the service, as well as personal qualifications and desires. Special requirements and aptitudes are necessary for most types of jobs. Qualifications include rank, specialty training, time left on current enlistment, past record of conduct, performance of duty, and eligibility for reassignment.

The time that an enlisted person spends at a particular duty assignment is called a tour. The length of a tour varies by service and geographic location. Assignments to remote locations are called "short" tours because they usually only last one year. Assignments to more desirable locations are usually for two, three, or four years.

PAY BENEFITS

Military personnel in all five services (Army, Navy, Air Force, Marine Corps and Coast Guard) are paid according to the same pay scale and receive the same basic benefits. Military pay and benefits are set by Congress, which normally grants a cost-of-living pay increase once a year. In addition to pay, the military provides such necessities as food, clothing, and housing or pays monthly allowances for them.

The military offers incentives and special pay for certain types of duty, such as submarine and flight duty. Other types of hazardous duty with monthly incentives include parachute jumping, flight deck duty, and explosive demolition. In addition, the military gives special pay for sea duty, diving duty, special assignments, duty in some foreign locations, and duty in areas subject to hostile fire. Depending on the services, bonuses are also paid for entering certain occupations.

In addition to pay and allowances, the military provides benefits including health care, vacation time, legal assistance, recreational programs, educational assistance, loan repayment plans, and military store privileges. Families of service members also receive some of the benefits.

EDUCATIONAL ASSISTANCE

There are two methods for receiving educational assistance benefits as a member of the military. The GI Bill enables you to go to college after finishing your tour in the military. The In-Service Tuition Assistance Program allows you to take courses while you are in the service. Of course, using the benefits of the In-Service Tuition Assistance Program will not prevent you from also using the educational benefits in the new GI Bill.

If you are concerned about paying for your college education or technical training after you've completed your service obligation, you should check into the benefits provided by the new GI bill. Those enlisting for three or four years would be eligible for educational benefits of $300 per month for 36 months in exchange for a contribution (non-refundable) of $100 per month for 12 months. Those enlisting for two years would be eligible for $250 per month for 24 months with the same contribution when enrolled in advanced education on a full-time basis. This benefit is optional for all active service members and is also available to Selected Reserve service members.

The In-Service Tuition Assistance Program enables members of the military to take college courses while they are in the service to supplement their military and technical training. The services provide members with tuition assistance. Generally, the military will pay at least 75 percent of tuition costs for courses taken at any Veterans' Administration approved college or university.

BASIC PAY

The major part of an enlisted member's paycheck is basic pay. Pay grade and total years of service determine an enlisted member's basic pay. Cost-of-living increases generally occur once a year.

WOMEN IN THE MILITARY

Military women make important contributions to national defense. In the last ten years, military women have increased in number from two percent to about ten percent of active duty personnel (officers and enlisted). The total number of women in the active duty enlisted forces reached a new high of over 180,000 in 1995.

Not only has the percentage of women risen, but the scope of women's opportunities in the military has also expanded. Women are currently eligible to enter almost 90 percent of all military job specialties. Examples of the many occupations women are now entering include helicopter mechanic, missile maintenance technician, and heavy equipment operator.

According to federal laws and policies, women may not be assigned to duty that involves a high possibility of exposure to direct combat. Through studies, the services have determined which occupations have the highest probability of exposure to direct combat. Examples of these occupations include tank crew member, fighter pilot, submarine crew member, and infantryman.

Despite federal laws and policies that restrict women from entering direct combat-related occupations, there are many occupational specialties open to women, and more women are serving than ever before. In addition, the commitment to integrate women into the military has never been stronger. The outlook for women officers and enlistees in the military suggests the future will provide even greater opportunities.

ENLISTED PERSONNEL

Since 1973, military service has been totally voluntary. Each year, the services rely on the voluntary enlistment of more than 300,000 young men and women to fill military occupational needs.

The military encourages young people to stay in school and graduate. High school graduates are more likely to be successful in the military than non-graduates. Therefore, the services accept very few non-high school graduates.

GENERAL ENLISTMENT QUALIFICATIONS

If you are interested in applying for one of the military services, you must talk with a recruiter from that service. Recruiters can provide detailed information about the employment and training opportunities in their service, as well as answer specific questions about service life, enlistment options, and other topics. They can also provide details about their vice's enlistment qualification requirements.

If you decide to apply for entry into the service and the recruiter identifies no problems (such as a severe health problem), the recruiter will examine your diploma or other educational credible. The recruiter will then schedule you for enlistment processing.

Enlistment processing in Tennessee occurs at Knoxville, Nashville, and Memphis at each city's Military Entrance Processing Station (MEPS). Applicants must take the Armed Services Vocational Aptitude Battery (ASVAB) and receive medical examinations to determine if they are qualified to enter the service.

ASVAB tests are often administered at high schools during applicants' junior and senior years. High school guidance counselors can provide more information about taking these tests locally.

MEETING WITH A SERVICE CLASSIFIER

A service classifier is a military career information specialist who helps applicants select a military occupational field.

After discussing job training options with the classifier, the applicant would select an occupation and schedule an enlistment date. Under the Delayed Entry Program, enlistment may be scheduled for up to one year in the future to coincide with job training openings.

Following selection of a military training program the enlistee would sign an enlistment contract and take the oath of enlistment. If the applicant chose the Delayed Entry Program option, he/she would return home until the enlistment date.

SERVICE OBLIGATIONS

Joining the military involves entering into a legal agreement called an enlistment contract. The service agrees to provide a job, pay, benefits, and occupational training. In return, the enlistee agrees to serve for a certain period of time, which is called the service obligation. The standard service obligation is eight years, which is divided between full-time military duty, called active duty and reserve duty. Depending on the enlistment program selected, enlistees spend between two and six years on active duty with the balance of the eight-year enlistment period spent in the reserves.

ENLISTMENT PROGRAMS

Enlistment programs vary by service. The services adjust the programs they offer to meet changing recruiting needs. Major enlistment options include cash bonuses for enlisting in certain occupations, guaranteed choice of job training and assignments, and the Delayed Entry Program (DEP). By enlisting under the DEP option, an applicant delays entry into active duty for up to one year. High school students often enlist under this option during their senior year and enter a service after graduation. Other qualified applicants choose the DEP because the job training they desire is not currently available, but will be within the next year.

For more information about each branch, contact your nearest recruiter (listed in the phone book).

ARMY - 800-USA-ARMY
NAVY - 800-237-NAVY
AIR FORCE - 800-423-8723
MARINE CORPS - 800-423-3800
COAST GUARD - 800-424-8883

BASIC TRAINING

Basic or recruit training is the process by which young men and women gain the fundamental knowledge of physical conditioning necessary to become productive military members. Depending on the service, basic training lasts from six to ten weeks. Whenever possible, trainees are sent to the training base nearest their home or place of enlistment; however, the governing consideration is the location of the school or training center providing instruction in the skill in which they will be trained.

JOB TRAINING

After completing basic training, recruits normally proceed to job training. Through job training, also called technical or skill training, recruits learn skills they will need to perform their job specialties. The military provides its personnel with high quality training because lives and mission success depend on how well people perform their duties. The military produces highly qualified workers and, for this reason, many civilian employers consider military training excellent preparation for civilian occupations.

Military training occurs both in the classroom and on the job. Classroom training emphasized hands-on activities and practical experience, as well as textbook learning.

Three services—the Army, Navy, and Marine Corps—offer apprenticeship programs for some specialties. These programs consist of classroom and on-the-job training that meet U.S. Department of Labor apprenticeship standards. After completing an apprenticeship program, military personnel receive a Department of Labor apprenticeship certificate. To military commanders and civilian employers, these certificates demonstrate that the worker has acquired specific skills and qualifications.

OFFICERS

Officers are the professional leaders of the military. An officer's role is similar to that of a corporate manager or executive. For example, officers are typically responsible for setting and meeting objectives by managing other officers and enlisted personnel. Together, the five services need approximately 25,000 new officers each year.

Military officers work in managerial, professional, and technical occupations. For example, military doctors, dentists, nurses, and therapists provide health care to military personnel. Military lawyers perform legal work for their services and service members. The military also has many officers who are scientists and engineers. Some officers specialize as technicians in fields such as electronic systems maintenance and computer science. All military aviators, including helicopter and airplane pilots and astronauts, are officers. Of course, officer careers are available in all combat specialty career areas such as special forces, infantry, armor, missiles, artillery, and naval operations.

To join the military as an officer, an applicant generally must have a four-year college degree. Certain scientific and technical fields, such as medicine or law, require advanced degrees. To become a commissioned officer, there are four main pathways:

- **Reserve Officers' Training Corps (ROTC)**
- **Officer Candidate Schools (OCS) and Officer Training Schools (OTS)**
- **Service Academies**
- **Direct Appointment**

RESERVE OFFICERS' TRAINING CORPS

Undergraduate students in public or private colleges or universities may receive training to become military officers under the Reserve Officers' Training Corps (ROTC). ROTC programs for the Army, Navy, Air Force, and Marine Corps are available in more than 1,400 colleges and universities nationwide.

Depending on the service and ROTC option selected, students train for two, three, or four years. Often, they receive scholarships for tuition, books, fees, uniforms and a monthly allowance. In addition to their military and college course work, ROTC candidates perform drills for several hours each week and participate in military training exercises for several weeks each summer. Graduating ROTC candidates become commissioned as military officers and either go on active duty or become members of Reserve or National Guard units. Each year, about 57 percent of the military's new officers are gained through ROTC programs. For information on the colleges and universities that offer ROTC programs for a particular service, contact a recruiter from that service.

OFFICER CANDIDATE/TRAINING SCHOOL

Each military service offers a program for college graduates with no prior military training who wish to become military officers. These programs are called Officer Candidate School (OCS) or Office Training School (OTS), depending on the service. Interested candidates should apply through a local recruiter in the fall of their senior year of college. After graduation, young men and women selected for OCS/OTS join the military as enlisted members and enroll in OCS/OTS training. Depending on the service, OCS/OTS lasts up to 20 weeks. After successful completion, candidates are commissioned as military officers. Each year, about 24 percent of the military's new officers are gained through OCS/OTS. For more information, contact a recruiter.

THE SERVICE ACADEMIES

The four service academies are:

- United States Military Academy at West Point, New York (Army)
- United States Naval Academy at Annapolis, Maryland (Navy and Marine Corps)
- United States Air Force Academy at Colorado Springs, Colorado (Air Force)
- United States Coast Guard Academy at New London, Connecticut (Coast Guard)

Academies must have a nomination to be considered for admission. Nominations are not necessary for admission to the Coast Guard Academy. Most candidates seek a nomination from their members of Congress. It is not necessary to know Senators or Representatives personally to receive a nomination. The recommended time to apply for nomination is the spring of the junior year in high school.

The academies all offer a four-year program of study leading to a bachelor of science degree in one of many disciplines. Students, called cadets or midshipmen, receive free tuition, room, board, medical, and dental care, and a monthly allowance. Graduates receive a commission as a military officer and must serve on active duty for at least five years. Each year, about 11 percent of the military's new officers are graduates of these four academies. For more information about the service academies contact a recruiter from that service and your school counselor.

DIRECT APPOINTMENTS

Medical, legal, engineering, and religious professionals who are fully qualified in their field may apply to receive direct appointments as military officers. These individuals enter military service and begin practicing their profession with a minimum of military training. The service obligation for officers entering through direct appointment is two years. Some scholarship programs are available to assist students in these fields with their professional schooling in return for several years of service. Each year, direct appointments make up about 13 percent of the military's new officers. For information about opportunities for direct appointment in a particular service, contact a recruiter from that service.

ENLISTED COMMISSIONING PROGRAMS

In addition to the four main pathways described above, the services each have programs for qualified enlisted personnel to earn commissions as officers. These programs are exclusive, as they account for only 9 percent of newly commissioned officers each year.

RESERVE FORCES

Seven different forces make up the reserves—the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves and the Army and Air National Guards. The term "reserves" includes all seven forces.

All reserve programs require enlistees to serve some time on active duty for training. Normally, most of this period is spent in basic training and basic technical schooling, or on-the-job training in a military occupational specialty. Upon completion of training, reservists return to the local units from which they enlisted to serve the term of their enlistments.

The reserves are important to our overall national defense. In a national emergency, reservists can be called up immediately to serve on active duty because they are highly trained by the services and drill regularly.

During peacetime, the reserves perform many functions to support active duty forces in our country's defense, such as reconnaissance, rescue missions, air defense for the continental United States, installation and repair of communications equipment, and transport of troops, material, and medical support.

ARMY RESERVE

There are approximately 675,000 reservists in the Army Reserve. Most reservists have two careers; however, some (about 11,000) serve on active duty on a full-time basis, while others work for their reserve unit on a full-time basis as civilians. Army reservists serve in three major categories: the Selected Reserve (808,000 members); the Individual Ready Reserve (IRR) and Standby Reserve (302,000 members); and the Retired Reserve (78,000 members).

NAVAL RESERVE

The Naval Reserve consists of approximately 214,000 members, about 139,000 of whom are drilling members of reserve units. The remaining members are assigned to the Individual Ready Reserve (IRR) and Standby Reserve.

AIR FORCE RESERVE

The Air Force Reserve has 98 flying units, 430 aircraft, and nearly 400 supporting nonflying units. There are 79,000 members in the Selected Reserve and approximately 46,000 Air Force Reservists in the Individual Ready Reserve (IRR). In peacetime, the units of the Air Force Reserve are commanded by the Air Force Reserve itself. However, upon mobilization, the units' command and control pass to major Air Force commands.

MARINE CORPS RESERVE

The Marine Corps Reserve comprises more than 30 percent of the total Marine Corps strength. The Marine Corps Reserve has approximately 42,000 unit members. Another 48,000 members are assigned to the Individual Ready Reserve (IRR).

COAST GUARD RESERVE

The smallest of the Reserve forces, with about 13,000 Selected Reserve members, and the only one not part of the Department of Defense, is the Coast Guard Reserve. Coast Guard Reservists often volunteer (and are subject to involuntary call-up) to assist the active Coast Guard during major natural or manmade peacetime disasters.

AIR NATIONAL GUARD

The Air National Guard has more than 108,000 members, essentially all of whom are unit members. Roughly, a quarter of these individuals serve with their units on a full-time basis. The Air National Guard makes up 14 percent of the total Air Force structure, including 24 wings, 91 flying squadrons, and 237 nonflying units. Two-thirds of the Air Force's fighter interceptor units are found in the Guard. The Air National Guard provides significant portions of the Air Force's tactical reconnaissance force, electronic combat capability, tactical air lift, air refueling tankers, and rescue and recovery forces.

TENNESSEE ARMY NATIONAL GUARD

Today's Army National Guard is the strongest in history. Its training is the best and its equipment is some of the most modern in the system today. With a membership of almost a half-million men and women, it represents fifty percent of the nation's army combat units.

This means that it now has a vital and doubly-important role in this country's military preparedness.

However, the National Guard is unique in that it has a "dual mission." While trained and ready to respond in the event the president declares a national emergency, the Guard also stands ready if the governor needs trained manpower for a Tennessee emergency. Through the years, its members have been called upon numerous times to assist in floods, tornadoes, forest fires, civil disturbances and countless other efforts in their home communities.

Tennessee's Army National Guard now stands at almost 16,000, making it one of the largest in the entire United States. Since early 1991, it has remained at more than 100% of its authorized strength, and the Tennessee Guard is continually held up as a model for other such organizations in the country.

Requirements for joining the National Guard today are more stringent than ever in history, yet its ranks continue to grow with some of the finest young men and women across the state of Tennessee.

There are several features of the National Guard that make it especially attractive to a person still attending high school.

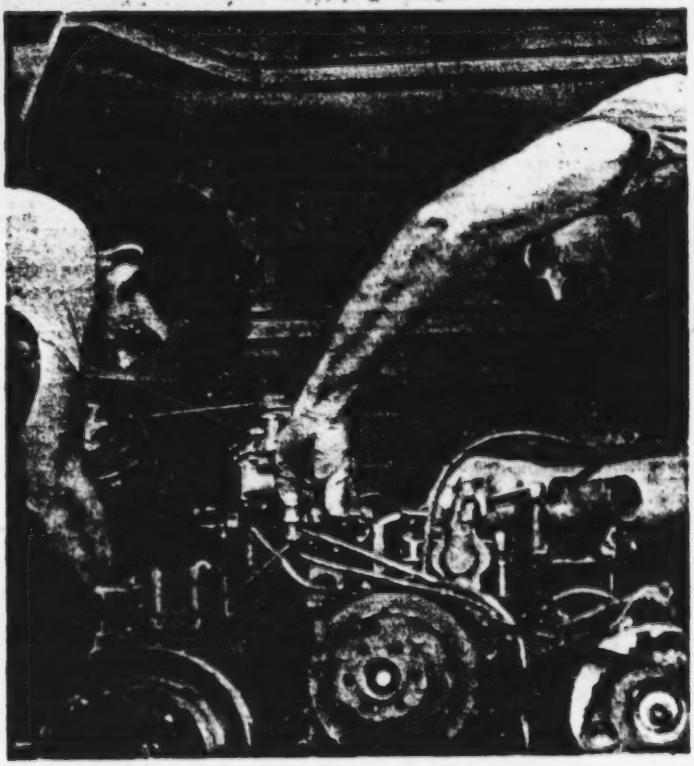
Students can enter in their junior or senior years, begin drawing a monthly paycheck of almost $100, and later attend Basic and Advanced training without interrupting studies.

If that young person wants to attend college, the National Guard has programs that possibly can mean as much as $25,000 including that monthly paycheck.

But possibly the most important feature of all is that young people get the chance to excel ON THEIR OWN. They get that opportunity to learn discipline, responsibility . . . leadership. In short, they get the chance to "mature" before ever entering the world outside the confines of high school.

And best of all, it's all accomplished right there in their home towns.

They find that they carry themselves a lighter straighter, and walk with a little more pride, because they're doing something not only challenging to themselves. . . but something special for their community, their state and their country.



PROJECT INFOE HERE TO HELP YOU.

Project - INFOE (Information Needed for Occupational Entry) is the Tennessee career information delivery system. This computer system, sponsored by the Tennessee Occupational Information Coordinating Committee and its member agencies, is produced through a grant at The University of Tennessee at Knoxville in the College of Education.

INFOE is available to all Tennessee high schools. There is an Apple microcomputer version, an IBM or IBM compatible microcomputer version, and a microfiche version of this system.

This system has four major components, including a job search questionnaire, occupational description section, institutional search questionnaire and a list of Tennessee post secondary schools. It is updated annually and is available in most Tennessee high schools. Check for Project INFOE in your school library or guidance counselor office. The information from Project INFOE and the resources available from this Career Guide are initial steps you should be taking to plan for an exciting, enjoyable and rewarding experience as a member of America's workforce.

EDITOR'S NOTE

Every effort has been made to include in this publication information about all accredited Tennessee postsecondary institutions (schools for education beyond high school level). Omission of any institution, instructional program, or financial aid program is unintentional. Information included within was in effect at the time the material was gathered, but is subject to change.

All institutions are asked to notify us as changes occur. Correspondence should be addressed to TOICC, Tennessee Department of Employment Security, Nashville, Tennessee 37245-1600.

YOUR OPINION IS NEEDED

This newspaper was printed as a public service to you. Members of the TOICC and the editorial staff hope it is a benefit. In order to direct similar future efforts where they will do the most good for the least cost, we ask that you complete this brief questionnaire and return it to TOICC. Your opinion is valuable— let us know what you think of the Tennessee Career Guide.

What articles and/or sections were most helpful to you? _____

_____

_____

What articles and/or sections were the least helpful to you? _____

Was the accompanying video helpful to you? _____

Please check each of the items that in your opinion applies.

- ☐ Easy to read
- ☐ Comprehensive
- ☐ Too technical
- ☐ Too long
- ☐ Difficult to follow
- ☐ Needs more detail
- ☐ Occupational descriptions adequate
- ☐ Other, please specify _____

_____

Please check the one that best describes you.

- ☐ Job Seeker
- ☐ Parent
- ☐ School Counselor/Teacher
- ☐ Employer
- ☐ Student, _____
- ☐ Employment Counselor
- ☐ Government Official/Administrator
- ☐ Other, please describe _____

_____

SEND TO: TOICC
TN Department of Employment Security
Nashville, TN 37245-1600

Thank you for your cooperation.

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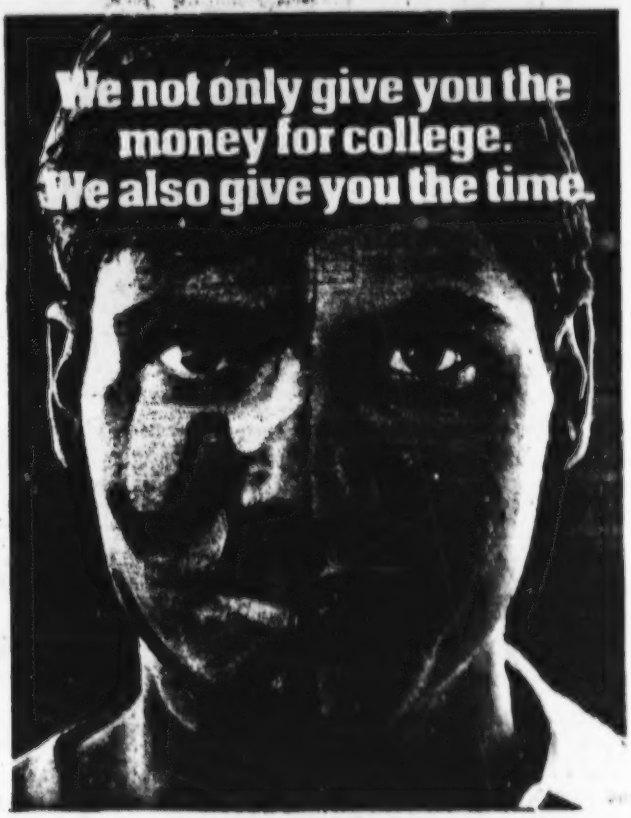

IF SOMEONE SAID HE CAN SHOW YOU HOW TO GET $25,000 FOR COLLEGE, WORKING 39 DAYS A YEAR FOR SIX YEARS . . . WOULD THAT GET YOUR ATTENTION?

Well that's exactly what's possible as a member of the National Guard!

What we're saying is . . . don't let the cost of college discourage you. When you qualify in the Guard, you can get up to $2,000 just for entering, federal student loans repaid up to $10,000,$140 a month paid directly to you as a full-time college student, plus a nice, healthy paycheck to keep you in hamburgers and textbooks.

All for just two days a month and two weeks in the summer. And the best part? It'll be right there close to home or campus.

So if you have the will and ability for college, but can't qu-i-t-e figure out how to put enough bucks together . . . we can sure help!

CALL YOUR NATIONAL GUARD ARMORY TODAY

or

1-800-342-1000

Army National Guard

Americans At Their Best.